

Development Coordinator / Analyst

Are you interested in being part of a team dedicated to expanding permanently affordable housing and creating community-owned assets across Canada? Do you have an interest in development and experience coordinating activities across multiple projects? Are you looking for a positive workplace where everyone feels welcomed and empowered, working towards Reconciliation with Indigenous peoples, advancing a carbon-neutral future, and building a meaningful impact legacy?

We're hiring a **Development Coordinator / Analyst (the "Coordinator")** to join our small, dynamic team with offices in Toronto and Vancouver. Our focus is on the development and substantial rehabilitation of non-profit and co-operative rental housing. In this role, you will be working across multiple projects at various stages of development, providing technical and logistical support to the Development Team. Reporting to the Director of Development, the Coordinator will work closely with Development Managers on assigned projects. You must be comfortable juggling multiple tasks, staying organized and making sound decisions; coordinating consultant teams and driving schedules. We're seeking someone who can work collaboratively with thoughtful, well-organized, and ambitious community groups to help realize their development visions.

ABOUT NEW COMMONS DEVELOPMENT:

[New Commons Development](#) (NCD), a non-profit real estate development company, is part of [New Market Funds](#), a fund manager working to provide communities with private capital to create affordable housing and other community-owned real estate assets. New Market Funds is a certified B Corp, charity and employee-owned.

SUMMARY OF POSITION:

The Coordinator will be part of the Development Team and based in either Toronto or Vancouver. The Coordinator will work on projects across the NMF platform, focusing on development projects through NCD, as well as NMF Rental Housing Funds, New Commons Housing Trust, Community Forward Fund, and the Canadian Cooperative Investment Fund. Working across multiple projects at various stages of development, the Coordinator will provide technical and logistical support to the Development Team. Reporting to the Director of Development, the Coordinator will work closely with Development Managers on assigned projects.

The Coordinator will perform the following tasks, among others as needed:

Project Management and Coordination

- Aid in the creation of detailed project work plans, schedules, tracking documents and checklists to ensure project tasks are assigned and progressing on time;
- Create and update detailed project reports and related project documents for internal and external audiences such as project status reports, project schedules, budget and cashflow updates, engagement summaries, and meeting minutes;
- Support the preparation and processing of planning applications, review comments and work with project teams to coordinate and to move applications forward;
- Support project teams at the site plan, schematic design and design development stages;
- Support Development Managers to review construction drawings and schedules, assist with review of project design specifications, and assess changes and alternates within the context of executed construction agreements;
- Assist the development team during the transition from construction to occupancy of completed projects with project closeout related procedures, including the preparation, assembly and/or review of deficiency lists, project/owner manuals, and warranty information.

Project Financials

- Support the review of project cost;
- Manage the drafting and review of project pre-development funding applications
- Support project pro forma updates as needed;
- Support Development Managers with financial draws;
- Support Development Managers with tracking of project budgets and updating project cash flow projections.

Procurement

- Coordinate procurement of project consultants;
- Support assessment and selection of successful proponents;
- Coordinate consultant deliverables as required.

Stakeholder Coordination

- Coordinate, organize and attend events and meetings for projects, including public engagement and community meetings;
- Support Development Managers to coordinate tasks and meetings with the partner, stakeholders, and the design and project teams.

Communication and Reporting

- Prepare and write business cases, proposals, and project progress reports;
- Manage electronic files to ensure all project information is organized, appropriately documented, and secure;
- Prepare meeting agendas and take transparent and accurate meeting minutes for Project Steering Committee meetings and other project related meetings as needed.

Performs other duties as may be required.

QUALIFICATIONS, SKILLS AND KNOWLEDGE:

- Minimum of 1-2 years of relevant experience, including experience related to construction management, urban planning, real estate, affordable housing, social impact and market research.
- Education or background in Real Estate, Commerce, Construction Management, Project Management, Architecture, Planning, Legal or Engineering, or related field.
- Experience with non-profit affordable rental housing developments is an asset.
- Experience with capital project coordination and/or contract management is an asset.
- Experience with capital budget development and management, and funding applications is an asset.
- Familiarity with development cash flows and accounting is an asset.
- Familiarity with construction drawings and specifications is an asset.
- Effective communication and interpersonal skills (both written and verbal) are required.
- Excellent organizational, time management and prioritization skills including the ability to manage competing priorities.
- Goal oriented self-starter who uses time efficiently.
- Ability to work effectively with a wide variety of people in a wide variety of positions.
- Well organized and flexible.
- Ability to articulate problems and concerns as well as identify potential solutions.
- Work well independently and as part of a team.



COMPENSATION AND BENEFITS:

NCD will provide a rewarding working environment with the opportunity for strengthening communities and delivering tangible social impact, as well as provide opportunities for career growth. The salary range is \$75,000 - \$90,000, commensurate with experience. Other benefits include extended health and dental benefits plan, phone allowance, wellness allowance, professional development allowance and eligibility to join the New Market Funds Team Ownership Plan.

HOW TO APPLY:

If you are interested in this exciting opportunity, **please email your resume and a thoughtful cover letter to info@newmarketfunds.ca with 'Development Coordinator / Analyst – [Your Name]' in the Subject Line. Applications will be accepted on a rolling basis until January 24, 2025.**

NCD is committed to equity in employment, diversity in our team, meaningful reconciliation, and social inclusion. We welcome and encourage applications across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors. If you are an applicant with a disability and require accommodation during the hiring process please contact us. All qualified applicants are invited to apply. We thank all applicants for their interest, however, only those selected for follow-up will be contacted.