

# BLUEDOOR

**Title: Development Manager, Land Trust****Job Status:** Full Time 40 hours**Job Region:** All Blue Door Locations**Equipment:** Computer, telephone, Reliable Vehicle/Valid Driving License/Insurance.**Salary:** \$60,000-\$70,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

**Job Summary**

Reporting to the Director, Quality, Compliance and Evaluation, the Development Manager, Land Trust will be responsible for the establishment and ongoing operations of the Housing for All Land Trust, a program initiated by Blue Door. The incumbent will play a key role in land trust set-up, operations, land acquisition, and community engagement efforts to ensure the land trust amasses and preserves a portfolio of affordable housing assets in perpetuity. The Development Manager, Land Trust will work closely with stakeholders, including government agencies, landowners, non-profit housing operators, and the broader community to achieve the land trust's objectives.

**Responsibilities****Stewardship and Management**

- Collaborate on and support the implementation of strategic plans for the land trust, monitoring progress and reporting on key milestones.
- Develop and implement land management plans in consultation with experts.
- Coordinate and oversee activities related to property maintenance.
- Collaborate with Construct, Blue Door's social enterprise as contractor to manage properties.
- Coordinates maintenance requests and scheduling maintenance activities. This includes emergency, preventative, and day-to-day maintenance coordination.
- Verify and confirm completion of work and payment for trades, consultants, and any other key partners.
- Develop operational standards and guidelines, and a process for operators to express interest in land trust housing units.
- Manage operating agreements with non-profit housing partners.
- Ensure land trust assets are in compliance with legal and regulatory requirements.
- Support the development and growth of the land trust's governance model and operational procedures.

**Land Acquisition**

- Identify and engage with potential landowner partners (e.g., local governments, developers, non-profit organizations, philanthropists).

- Conduct research to stay up to date on community land use needs and priorities.
- Identify potential properties (including land parcels, buildings, and scattered units) for acquisition.
- Manage the development of a portfolio of affordable housing projects
- Develop and employ acquisition criteria and a decision matrix for evaluating properties.
- Conduct research, feasibility review, and due diligence for potential land acquisitions.
- Conduct negotiations with landowners.
- Oversee the legal aspects of property transfers.
- Coordinate the strategic planning (and execution of projects focused on leveraging or repurposing the equity and value of the land trust's assets to maximize the creation and preservation of affordable housing.
- Lead and support early site identification activities and be responsible for the planning, consultant procurement, design, municipal approvals, review of complex residential and mixed-use financial pro forma, risk assessment, construction oversight, the project draws, and occupancy turnover to operations.

### **Administration and Reporting:**

- Oversee land trust incorporation.
- Work with lawyers to create by-laws, policies, agreements, and other necessary documentation and structure for the land trust.
- Develop and manage the land trust's operating budget, financial records, and administrative systems in collaboration with Blue Door's finance department.
- Identify and prepare applications for funding opportunities and meet reporting requirements for funding received.
- Maintain accurate and up-to-date records of land acquisitions, property management, project budgets, and other operational activities.
- Prepare reports, newsletters, and other communications to keep stakeholders informed about the land trust's progress.
- Participate in board meetings, prepare materials for review, and provide support to the board of directors as required.
- Analyze and identify risks and opportunities associated with each project with a focus on expedited resolutions to keep projects on schedule and on budget while maintaining a level of quality.

### **Community Engagement and Outreach**

- Support the development of branding, communication materials, and an outreach strategy.
- Raise awareness about the land trust's mission and affordable housing efforts.
- Engage with local communities, politicians, government officials, funders, developers, landowners, non-profit organizations, and other stakeholders to build and maintain collaborative partnerships.
- Represent the land trust at community events, public meetings, and conferences.
- Engage and collaborate with other land trusts to share lessons learned and identify opportunities for collaboration.

- Consult with experts and build partnerships for in-kind support and technical/strategic advice.
- Maintain knowledge in the Community Housing Sector and planning initiatives across the country.

### **Respect and Professionalism**

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

### **Occupational Health & Safety**

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

### **Qualifications**

- Bachelor's degree in a field such as business administration, urban planning, real estate development, public policy, economics, or a related discipline. (Master's degree preferred).
- 3+ years of recent, related experience in real estate development and planning
- Proven experience in land trust management, or related fields is an asset.
- Strong understanding of legal contracts and title documents
- Strong understanding of municipal governance structures, as well as where provincial and federal authorities can impact development and funding opportunities.
- Advanced project management skills
- Strong planning and organizational skills in a complex and fast-paced environment with the ability to meet intensive and changing deadlines.
- Effective negotiation, facilitation, influencing, persuasion, conflict resolution, and consensus-building skills
- Strong communication, critical thinking, and decisive ability to evaluate and problem-solve (sometimes with limited information)
- Strong writing and editing skills for reports and documents with attention to detail and accuracy.
- Time management skills with a keen ability to multi-task and prioritize.
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to [hr@bluedoor.ca](mailto:hr@bluedoor.ca)