

Development Manager - Job Description & Posting

Summary

The Kensington Market Community Land Trust (KMCLT) intends to hire a Development Manager to support, expand and grow our work in our community-owned land acquisition and property management. The KMCLT is a non-profit corporation with a mandate to acquire and provide for the management of land, in perpetuity, in Toronto's Kensington Market. We remove property from the pressure of the commercial real estate market, and hold it for local community benefit.

Job Application Deadline:	10 July 2023 at 5:00 pm EST
Job Title:	Development Manager
Reports to:	Board of Directors
Work Week:	30 hours/week (4 day work week)
Location:	Hybrid, Toronto (No office but attendance at neighbourhood events is required)
Contract:	1 year (with opportunity for extension)
Start Date:	31 July 2023
Salary:	\$60,000 - \$70,000 + benefits to be determined

The Development Manager will report to the KMCLT Board of Directors. Working closely with and under the direction of the Board and its committees, the Development Manager will be responsible for supporting the development and overall management of the KMCLT's existing commitments. The ideal candidate will be a generalist, with a strong commitment to neighbourhood inclusiveness, social and economic equity, and an eagerness to explore and develop our community-based land use management model alongside the KMCLT and our stakeholders.

Responsibilities

The Development Manager will lead all aspects of planning, implementation and evaluation to achieve organizational goals and objectives. The Development Manager will work in consultation with and support from the KMCLT Board of Directors, KMCLT committees, and with contracted consultants, students and volunteers. The Development Manager will be responsible for the following:

Organizational Development, Governance and Board Support

- Administer Board and committee meetings.
- Support the development and growth of the KMCLT governance structure,

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- Organize board, stakeholder, and public meetings to assist with organizational development.
- Support the implementation of Strategic Plans, monitor progress and results, and periodically evaluate successes and key issues.
- Develop informational tools and templates for groups wishing to undertake similar community land trust initiatives.

Administration and Financial Management

- Administer accounting systems, bill payments, and bookkeeping procedures in conjunction with accounting and bookkeeping staff and consultants..
- Develop and manage an annual operating budget and project budgets.
- Continue to codify operational procedures with support from the Board and committees.

Partnership Development

- Maintain and further develop relationships with local politicians, government and agency officials, funders, developers, local landlords, community groups, tenants, BIAs and other stakeholders.
- Develop qualifications and criteria for suitable land development and operating partners, and prepare Requests for Proposals for project partners.
- Determine operating and project resources required and solicit partnerships for in-kind support and technical/expert advice.

Communications, Community Engagement and Membership Development

- Refine organizational branding and a Communications and Outreach Plan as well as key messages and communication materials.
- Organize and facilitate public events and information/education sessions on the KMCLT, land use and local development issues.
- Develop and manage membership/volunteer sign-up systems and on-going communication, volunteer activities and stewardship events.

Resource Development

- Prepare an organizational funding strategy, which includes key messages and cases for support for investors, donors and funders.
- Research grant opportunities as well as alternative funding options and prepare applications and funder/donor agreements.
- Steward investors, donors and partners through impact reporting, events and other benefits in accordance with specific agreements.

Land Acquisition and Stewardship

- Support the development of a business model for the acquisition and stewardship of land.

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- Research local land acquisition opportunities by developing and updating local mapping, maintaining an assessment of community land use needs/priorities and supporting the development of case studies and planning for various land acquisition scenarios.
- Oversee and undertake feasibility studies for specific potential acquisitions, including developing project budgets and ensuring acquisitions address community needs and priorities as well as organizational objectives.
- Manage negotiations for potential property acquisitions including rights of first refusal with local landowners, and leasing agreements with development and operating partners
- Work closely with development and operating partners on all phases of capital project development and operations to ensure adherence to partnership agreements and land stewardship best practices.

Other duties as assigned.

Required Qualifications

- Minimum 3 years of relevant experience.
- Post-secondary education in social services, urban planning, policy and research, business management or in a related field or equivalent work-experience is preferred.
- Experience with community development and engagement, community-based activities and/or working with people of diverse socio-economic and cultural backgrounds.
- Good understanding of real estate transactions, mortgage and lending instruments, land leases, and required municipal approvals processes and property management systems.
- Demonstrated success with partnership development and engagement.
- Demonstrated success with grant writing and fundraising.
- Experience creating and managing operating budgets and/or business plans.
- Excellent written and verbal communication skills, including on-line communications and website management.
- Strong research and analytical skills.
- A self-starter with strong aptitude for independent work.
- Ability and willingness to undertake a wide variety of tasks and to work flexible hours to support Board and community activities.

Preferred Qualifications

- Familiarity with community development programs and/or social services for low income individuals and families is an asset.
- Experience with organizational development and change is an asset.
- Knowledge of the Community Land Trust model is an asset.
- Relationship to the Kensington Market neighbourhood is an asset.

Job Application Form & Instructions

Please submit an application by email to info@kmclt.ca with the following documents attached as one word document or PDF:

- Application form (below)
- Resume / CV

KMCLT encourages applicants from equity-deserving groups. No phone calls please.

DEADLINE FOR SUBMISSIONS: 10 July 2023 at 5:00 pm EST

Applicant Contact Information	
Full Name	
Email Address	
Phone	

Equity-Deserving Applicant Self-Identification	
<p>KMCLT follows common practice amongst the Canadian Network of Community Land Trusts and is committed to the principles of equity and diversity in the workplace. Equitable hiring involves hiring the best-qualified candidate, while building a diverse team and also ensuring a fair and equitable hiring process for all applicants. As part of our equitable hiring process, proactive efforts are taken to increase participation from groups designated for employment equity in Canada's Employment Equity Act (women, visible minorities, persons with disabilities and Indigenous persons), as well as underrepresented groups or ethnic communities that make up the diverse identity of our communities.</p> <p>As part of the first phase of the evaluation of applicants the Hiring Committee will provide additional points for applicants self-identifying within a group designated for employment equity. While filling out the chart below is completely optional, we encourage applicants to self-identify as one of more of the following identify categories by typing "Yes."</p>	
Woman	
Indigenous person	
Black or person of colour	
Person with a disability	
Working class	
Youth	

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Other (Please specify)	
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Languages Spoken	
Please list any languages that you speak fluently	

Applicant Questions

Please answer in the space following the listed questions as needed.

1. Why are you interested in working with the Kensington Market Community Land Trust as the Development Manager?
2. What makes you a great candidate for the Development Manager role? Consider sharing 2-3 relevant experiences working with a affordable housing organization, a social finance organization and or alternative property ownership projects.
3. Do you have any experience with community land trusts, cooperative housing or social enterprises? If yes, please share your experience.
4. Please share your knowledge of and or experience working with Community Land Trusts?
5. Kensington Market Community Land Trust values working with our community members from all socio-economic backgrounds and many historic and present cultural communities, with an inclusive and justice-oriented approach. Can you please tell us how you can contribute to this way of working?
6. Is there anything else you would like to share with us?