

Property Asset Manager

The Neighbourhood Land Trust

[The Neighbourhood Land Trust](#) (NLT) is a non-profit organization dedicated to protecting the affordability, diversity, and equity of Parkdale by bringing land into community ownership and control. NLT works to acquire and manage land, leasing it at affordable rates to eligible charitable partners who provide community benefits including affordable and supportive housing. Visit www.pnlt.ca for more information.

Job Application Deadline:	EXTENDED DEADLINE May 08 2023 at 9:00 AM
Job Title:	Property Asset Manager
Reports to:	Executive Director
Work Week:	37.5 hours/week
Contract:	1 year with opportunity for renewal
Start Date:	ASAP.
Salary:	Starting salary between \$68,000 – \$82,000
Benefits:	Extended health care & dental

A. OVERVIEW

The Neighbourhood Land Trust (NLT), the charitable arm of the Parkdale Neighbourhood Land Trust (PNLT), is seeking an experienced, detail-oriented, and motivated Property Asset Manager to lead our capital repair program and ensure our portfolio of 84 affordable housing buildings in the best possible shape for our members. This role requires someone who can handle a large workload, create and manage asset management systems, and who is a self-directed leader.

As the Property Asset Manager, you will lead a small team to plan and coordinate capital projects, manage related reporting to funders and lenders, and oversee the effective stewardship of NLT's growing portfolio of community-owned affordable housing assets. You will be responsible for implementing the 5-Year Capital Renewal and Improvement Plan & Budget that was developed for our portfolio in 2022, of which we have completed 1 year of projects. This will require you to engage in both macro-level portfolio-wide planning and micro-level tasks such as scoping, contracting, and coordinating the completion of capital projects. You must be comfortable working with complex schedules and construction budgets, both in the office and on the construction/renovation site. Additionally, you must possess strong communication skills, as you will need to engage with a diverse group of stakeholders, including consultants, housing partners, funders, and contractors.

The ideal candidate will have a combination of post-secondary education in architecture, building science, construction management, or an equivalent field, along with at least 5 years of practical experience in the field. You should possess a working knowledge of building systems, construction scopes, contracts, scheduling, and project management. Priority will be given to applicants with knowledge of sustainable building practices and social procurement.

This role is crucial in supporting the Land Trust's success as Toronto's first neighborhood-based Community Land Trust (CLT). Since our incorporation in 2014 and registration as a charity in 2017, NLT has acquired 84 affordable housing buildings with a total of 205 rental units that are operated as permanently affordable housing. We are currently in year two of a five-year portfolio-wide capital repair program funded by the City of Toronto and CMHC, aimed at bringing our aging portfolio into a State of Good Repair and implementing accessibility and sustainability improvements. We have also developed a Sustainability and Social Procurement Framework to ensure that investments in our portfolio generate additional social and economic value for the local community. Our goal is to increase our portfolio to 300 units by 2026 through additional acquisition and new development projects.

As the Property Asset Manager, you will play a central role in supporting the stewardship and growth of NLT's portfolio. This position offers the opportunity to join a small, dynamic, and interdisciplinary staff team that supports an organization with a bold, progressive vision.

At NLT, we are dedicated to acquiring land and maintaining permanently affordable housing, working towards systemic change in how housing is owned and operated. Our values are rooted in social justice, anti-oppression, racial economic justice, and community empowerment. To achieve this, we work closely with residents, community organizations, and local partners. We are looking for an Asset Manager who is not only interested in the job but also shares our greater vision of a movement to maintain our vibrant and inclusive neighborhood.

The ideal candidate will be a mid-career or senior-level professional with a background in architecture, building science, construction management, or an equivalent field, along with a strong commitment to neighborhood inclusiveness and social equity. We strongly encourage applications from residents of Parkdale or neighboring communities and equity-seeking groups.

Please note that this position requires attendance at an average of one evening meeting per week.

C. SPECIFIC RESPONSIBILITIES

1. Manage portfolio-wide capital planning & budgeting by:

- Identifying potential major and minor capital projects and preparing estimates of costs and benefits of same
- Updating the long-term capital plan & budget for all properties, and all costs related to specific projects and updating the plan at the completion of each project
- Refining capital project plans to minimize impact on tenants
- Reviewing and summarizing building inspections
- Ensuring sustainable building and social procurement targets are set, tracked and met through the strategic implementation of the capital plan
- Secure capital grants and financing to support priorities in capital plans, and align capital plans to spending deadlines
- Overseeing periodic portfolio-wide policy and planning initiatives to assist in guiding the Land Trust's approach to capital planning
- Providing required analysis and reports required by the Executive Director, the Board of Directors, operating partners, tenant advisory committees, and funders

2. Manage capital repair projects by:

- Developing and managing 10-year capital repair plans for all NLT properties
- Scheduling capital repair projects throughout the year to maximize efficiency and minimize costs
- Working with the NLT Community Development Coordinator to facilitate consultation with tenants for ongoing capital projects
- Ensuring the preparation of plans, specifications, and scopes of work for projects, arranging for permits as required
- Arranging the tender of contracts, assessing bids received, and preparing and or reviewing contract documents
- Undertaking or overseeing vendor outreach and communication to obtain bids and fee proposals for capital projects that fulfill social procurement criteria
- Overseeing the work of project managers, consultants, and contractors, performing site inspections, documenting work completed, and deficiency follow-up
- Recommending payment of invoices and release of holdbacks
- Coordinating accommodations with the staff team and operating partners for tenant needs during a project
- Overseeing coordination with adjacent property owners as needed
- Monitor site safety for ongoing projects
- Being responsible for risk management for all capital plans and projects

3. Respond to emergency capital repairs by:

- Assessing damage as soon as possible after emergency events, such as floods and fires and updating the Executive Director and operating partners as required

- Working with operating partners to arrange emergency accommodation if needed
- Working with insurance adjustors as needed to devise a repair plan
- Overseeing repair work as required, monitoring costs and ensuring prompt reinstatement
- Occasionally the Property Asset Manager will need to accommodate general responsiveness beyond standard work hours – ex. responding to emergency inquiry from Contractors working over weekend, a weather event after hours, etc.

4. Supporting acquisition planning and asset transfers by:

- Reviewing and summarizing building inspections, and coordinating consultants for feasibility assessments
- Preparing capital works plans to address outstanding issues
- Support securement of capital grants and financing for acquisitions
- Support building takeover

5. Provides information and resource services, including:

- Identifying and securing funding opportunities, including performing any reporting required
- Scheduling and ensuring appropriate resources for planned projects
- Keeping informed of other relevant regulations as outlined in the building code, property standards, and fire safety codes, and all standard Health and Safety practices and regulations
- Assisting NLT staff and Board in establishing new or revised procedures pertaining to the implementation of capital repairs and informing staff
- Communicating with tenants on the status of work and attending evening meetings as required
- Providing regular reports on the status of capital projects to the Executive Director, Board of Directors, operating partners, and funders

6. Perform other duties as requested by the Executive Director.

D. QUALIFICATIONS

- 3 years of post-secondary education
- 5 years of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Strong understanding of building systems & construction
- Working knowledge of building codes, health & safety, and WHMIS
- Strong construction / project management skills
- Strong financial management and budgeting skills
- Demonstrated experience or knowledge of sustainable building practices & social procurement
- Advanced ability to use Microsoft Office Suite and in particular Excel
- Advanced verbal and written communication skills
- Demonstrated commitment to working from a strong anti-oppression and social justice framework
- Demonstrated ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds)

SUPERVISION AND DECISION-MAKING

- Decision-making forms an extremely large part of the role and will impact a major function of the organization. The process is guided by broad policies and general objectives; procedures and precedents are always evolving. Considerable judgement and complex interpretation are required for developing solutions
- Responsible for providing direct day-to-day supervision to project managers and or contractors. Responsible for developing new or changed procedures
- Works independently and must be able to think critically. Methods and procedures are not well established.
- Considerable impact to the organization if errors are made
- Regular use of confidential information and occasional access to occupied apartments

WORK ENVIRONMENT

- The NLT has a small staff team that works collaboratively to complete organizational priorities.
- While the Property Asset Manager will be responsible for a specific scope of work and deliverables, collaboration with other staff and partners is required.
- NLT staff meetings are held weekly to assure all members of the team are informed of the general progress of key projects.

- Project specific interaction with internal and external colleagues involves planning and coordinating the efforts of others.
- Normal office environment; periods of light physical activity (For example; intermittent sitting, standing or reading) and regular visits to apartments or construction sites.
- In regular circumstances staff are expected to work from the office no less than 3 days a week.
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness
- The Property Asset Manager may be exposed to a considerable amount of stress.

DEADLINE FOR SUBMISSIONS: EXTENDED DEADLINE May 08 2023 at 9:00 AM

TO APPLY:

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

- Application form (attached in Appendix 1.)
 - Download Application Form as Word Doc at this link:
http://www.pnlt.ca/wp-content/uploads/2023/04/Property-Asset-Manager_Job-Application-Form_230410.docx
- Resume

NLT is committed to employment equity and encourages applicants from equity-seeking groups. We aim to foster a workplace that reflects the diversity of the community we serve.

No phone calls please.

Appendix 1: Job Application Form: Property Asset Manager

1. Applicant Contact Information

Full Name	
Home Address	
Email Address	
Phone	
Gender Pronoun	

2. Equity-Seeking Applicant Self-Identification

The Neighbourhood Land Trust 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 Parkdale.

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 and or underrepresented groups or ethnic communities that make up the diverse identity of Parkdale. **While filling out the chart below is completely optional, we encourage applicants to self-identify if as one of more of the following identify categories by typing “Yes.”**

Woman	
Indigenous person	
Black of person of colour	
Person with a disability	
LGBTQ2s+	
Working class	
Youth	
Other _____	

3. Languages Spoken

Languages spoken fluently	
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4. Applicant Questions

- 4.1 Why are you interested in working with The Neighbourhood Land Trust as a Property Asset Manager?

- 4.2 What makes you a great candidate for the Property Asset Manager role? Consider sharing 2-3 relevant work experiences and related capabilities that these experiences have allowed you to develop or showcase.

4.3 What is your approach to Property Asset Management & Project Management?
Please share 2-3 specific practices or strategies.

4.4 What is your experience with contract management?

4.5 What is your experience or knowledge of sustainable building practices & social procurement?

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4.6 Is there anything else you would like to share?

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4.7 Please provide contact information for 2-3 references of recent supervisors

Name	Organization & Role	Email & Phone Number

Appendix 2: NLT/PNLT Reports & Plans

Sustainability & Social Procurement Action Framework

http://www.pnlt.ca/wp-content/uploads/2022/09/NLT_SocialProcurementFramework-2022.pdf

Parkdale Tower Rental Study

http://www.pnlt.ca/wp-content/uploads/2022/09/PNLT_ParkdaleTowerRentalStudy_2022.pdf

Strategic Plan 2021-2025

http://www.pnlt.ca/wp-content/uploads/2020/10/PNLT_Strategic-Plan_Draft-for-AGM-2020.pdf

Fixing the Leaky Bucket: A Comprehensive Policy & Program Framework to Preserve
Toronto's Supply of Deeply Affordable Housing

http://www.pnlt.ca/wp-content/uploads/2020/10/Fixing-The-Leaky-Bucket_Full-Report_V1.pdf

Parkdale Rooming House Study

http://www.pnlt.ca/wp-content/uploads/2017/05/Parkdale-Rooming-House-Study_Full-Report_V1.pdf