



Community First Developments Inc. is a leading Property Management company offering a variety of property management services to the Co-operative and Private Non-Profit communities. Established in 1995 with a focus of building healthy supportive communities that reflect the diversity and unique character of each site; CFDI has grown to manage over 25 sites across the GTA.

### **We are currently seeking resumes for a Senior Property Manager.**

Reporting to the Executive team, this position oversees over all operational tasks in managing assigned Properties within the Non-Profit / Co-operative Housing environments.

### **Responsibilities include:**

- Oversees and directs operational function of all properties within portfolio in accordance with the Board's directions, legislative requirements and CFDI policies/procedures. Monitors site priorities to ensure efficient and timely management of respective operational initiatives.
- Directs and actively manages staff to meet and exceed operational objectives; provides technical knowledge and training to respective Boards and staff relating to development and adherence of business plans, by-laws and legal requirements.
- Oversees capital project management between respective third parties, Property Managers and government bodies to ensure safe, to-specifications and cost effective implementation of projects.
- Monitors and assess key performance measures to ensure financial performance of portfolio is achieved. Reviews and recommends financial enhancement to meet portfolio targets.
- Provides technical resources/knowledge relating the Non-Profit & Co-operative Funding Models and Funding Agency Compliance Reviews; provides interpretation/directives to staff/clients relating to Social Housing Reform Act, Residential Tenancies Act and other legislative requirements.

### **Qualifications:**

- University degree in Business Administration/Commerce or equivalent work experience
- Minimum 5-10 years Property Management experience within the Co-op/ Non-Profit housing environment
- Sound and deep knowledge of SHRA, RTA and Co-operative Corporation Act, OHSA, ESA, Human Rights and other related legislation
- Superior written and oral communication skills with proven presentation capabilities
- Sound knowledge of Microsoft Office environment, Yardi experience is an asset
- Strong Strategic thinking and business acumen capabilities
- Proven leadership skills in managing multiple teams
- Solid organizational and time management capabilities
- Travel requirements within the broader GTA
- Work schedule includes frequent evening work to attend Board/Community activities

Please submit your resume via mail, fax or email to:

Community First Development Inc.

2171 Avenue Road, Suite 303

Toronto, ON M5M 4B4

Attn: Human Resources

Email: [hr@cfdi.ca](mailto:hr@cfdi.ca) Fax 416-932-9435

Please quote reference number **SPM10002** in all correspondence