



Native Council of PEI

Job Posting – Housing Development Manager

Job Title:	Housing Development Manager	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$25	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-892	Date Posted:	January 17, 2024
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Housing Development Manager
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Housing Development Manager will work with the Policy Analyst to oversee housing/shelter initiatives, increasing housing stock/shelters conduct research, draft proposals, and evaluate existing housing stock to increase housing supply for the off-reserve Indigenous community in PEI.

ROLE AND RESPONSIBILITIES

- Research, develop and implement best practices for housing development including business planning and financial feasibility for new and existing housing stock.
- As required assist in funding proposals for community buildings and essential upgrades.
- Work with contractors to support housing and shelter interactions.
- Draft proposals for increased housing supply and support for housing and shelter needs.
- Explore funding opportunities for sustainable housing and energy efficiency upgrades.
- Prepare professional correspondence and report on activity.
- Plan and organize shelter and committee meetings.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Experience in the development of proposals for non-profit housing and/or community development.
- Knowledge of housing construction and/or retrofit projects for non-profits.
- Competent in assisting with housing and shelter management and complex problem solving.
- Must be highly motivated and be able to work with minimal supervision.
- Knowledge of Indigenous culture and communities an asset.
- Must possess a valid driver's license, reliable vehicle, and have criminal record check clearance.