



Make working for
The City work for you.



Coordinator, Capital Development

If you are committed to public service, enjoy collaborating with others, share our [values](#), and have a desire to learn and grow, join The City of Calgary. City employees operate the facilities, deliver the services and run the programs which make a difference in our community. We support work-life balance and offer competitive wages, pension and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

As the Coordinator, Capital Development you will lead a team in the development and implementation of capital projects to create, regenerate and improve affordable housing opportunities in Calgary. You will champion these initiatives with diverse stakeholders, including government officials, non-profit and other community stakeholders, Community Associations, members of the public, contractors and housing professionals, internal City leadership, Council, The Mayor and Mayor's office, and City staff. Primary duties include:

- Oversee interactions across the corporation related to affordable housing capital financing, construction partnering, strategic alignments and risk management.
- Work with Calgary Housing Company in developing guidelines and contingency strategies relevant to affordable housing around project cost estimation, construction cost escalation and compliance with relevant legislation, City standards and directions.
- Lead a team of direct reports, encouraging and empowering staff to employ creative solutions to resolve problems or issues while developing staff through success management, career development, training, recognition and performance reviews.
- Liaise extensively with internal and external stakeholders, Council, other City departments/business units, and project teams to coordinate affordable housing capital initiatives and activities.
- Engage with the public and communities regarding affordable housing development.
- Oversee or respond to relevant budget and strategy releases from the federal and provincial governments.
- Participate in annual and long term business plans and budgets to support operations that are sustainable and in line with Council directives and corporate strategic plans.
- Lead the development and implementation of the affordable housing strategy, through capital development and land programs and ensure projects are delivered on time and on budget.

Qualifications

- A degree in Planning, Architecture, Engineering, Business Administration or a related field with at least 8 years of experience delivering capital development projects and services related to housing.
- Experience must include strategic planning and budgeting, issue management, and report writing and delivering presentations is essential.
- Project management experience is also required, and a Project Management Professional (PMP) designation will be considered an asset.
- You have exceptional communication and interpersonal skills with the ability to work in a collaborative team environment.
- Strong negotiation and facilitation skills accompanied by demonstrated conflict resolution skills are critical for success in this role.
- You have the ability to manage multiple projects/tasks in a fast paced environment, have strong problem solving skills, and proven political and business acumen.
- Equivalent combinations of education and experience may be considered.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt
Position Type: Permanent
Compensation: Level F \$88,307 – 135,252 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Calgary Housing
Location: 615 Macleod Trail SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: April 14, 2021
Job ID #: 303881

Apply online at www.calgary.ca/careers

We value diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.