



**Position:** Assistant Development Manager  
**Term:** 1-Year Contract (Parental leave coverage)  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Director, Development Planning

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

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### **The Opportunity: Assistant Development Manager**

Waterfront Toronto is seeking an **Assistant Development Manager** to assist with managing a variety of development and real estate functions integral to the development of waterfront precincts, ensuring compliance with the principles of the Corporation and with the objectives set out in applicable Precinct Plans.

### **Key Responsibilities:**

- Assisting senior management with the implementation of development projects, including the monitoring of obligations, facilitation of municipal development approvals and management of relationships with stakeholders and development partners.
- Supporting the preparation of development strategies and municipal planning approval processes, specifically precinct plans, zoning applications and plans of subdivision and working collaboratively with the Senior Vice President, Development, Directors of Development and Development Planning and other departments to assist with public procurement processes, developer proposal call processes and other real estate activities and transactions.
- Developing and managing proposal calls for the procurement of services in support of planning and development.
- Working collaboratively with other departments to provide innovative strategies for ensuring that the highest standards of excellence in design, city-building, and sustainability are achieved through municipal approvals and development transactions.
- Researching, analyzing and providing strategies and recommendations to the Senior Vice President, the Directors of Development and Development Planning as well as other senior managers on a variety of issues related to planning and real estate development, including housing affordability and aging in place.
- Assisting with a variety of funding requests, which could include working with federal, provincial and municipal officials on feasibility and financing strategies, and monitoring developments in the waterfront.

### **Skills and Qualifications:**

- Post-secondary degree in a relevant discipline (e.g., Urban Planning, Architecture or related degree) or equivalent in experience and a minimum of three years of relevant experience or equivalent combination of education and experience.
- Demonstrated experience in real estate development and related activities, particularly municipal development approvals (e.g., precinct or neighbourhood planning, re-zoning, plans of subdivision and

site plan approval) and may include land acquisition and disposition, the application of best practices and an understanding of development finance and financial analysis.

- Experience with urban revitalization, private, public or non-profit development projects that include affordable housing, office or mixed-use components, or green building technologies will be a strong asset.
- Knowledge of the development process in the City of Toronto, including an understanding of applicable policies and the municipal development approvals and environmental regulatory processes.
- Experience conducting research and analysis.
- Strong leadership and critical thinking skills.
- Strong written and oral communication skills.
- Ability to work independently.
- Excellent interpersonal skills for negotiating with a broad range of partners and stakeholders.

**Salary:** We offer a competitive salary.

### **Other Considerations:**

During this time, Waterfront Toronto is operating in a hybrid work environment. Employees are currently required to work in our office three days per week and have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

### **Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca), quoting **File #24-12**, by **August 6, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.*