



Community First Development 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 on 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 2 Senior Property Managers.

Reporting to the Executive team, these positions oversee overall 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 Board direction, 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 enhancements to meet portfolio targets.
- Provides technical resources/knowledge relating to 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 Corporations Act , OHSA, ESA & 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 to via mail, fax or email to:
Community First Development Inc, 2171 Avenue Rd, Suite 303, Toronto, ON M5M 4B4,
Attn: Human Resources Email: HR@cfdi.ca; Facsimile 416-932-9435
Please quote reference number **SPM09001** in all correspondence.