



Senior Project Manager Of Housing Programs - Job ID #2578

Job Title	Senior Project Manager Of Housing Programs	Status / Job Type	Permanent Full Time
Commission	Comm Serv & Social Development	Department	Housing & Homelessness Serv.
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$52.38 to \$65.48	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Mar 5, 2026
Existing Vacancy	New Position	Closing Date (4:30 pm)	Mar 19, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager, Housing Programs, the Senior Project Manager, is responsible for leading complex, multi-stakeholder initiatives that are central to the municipality's housing and homelessness mandate and safeguards the long-term viability of affordable and community housing. The role leads the transition of nonprofit and cooperative housing providers through End of Mortgage (EOM) milestones, negotiating and implementing new service agreements that ensure long term affordability, compliance, and financial sustainability. This includes developing provider specific transition plans, undertaking risk and compliance assessments, modelling operating and capital scenarios, and preparing clear, evidence-based recommendations for senior leadership and Council.

The Senior Project Manager will collaborate closely with internal and external stakeholders such as the Ministry of Municipal Affairs and Housing (MMAH), Service System Managers, City departments, and community Housing Providers to ensure full compliance with all legislative, regulatory, and policy requirements. They will develop and maintain policies, procedures, implementation strategies, and evaluation frameworks that strengthen service system management across the housing continuum and support consistent, high quality service delivery. quality service

delivery.

The incumbent will design and implement transparent, competitive processes that support system growth and guide stakeholder engagement on emerging housing sector initiatives, ensuring alignment with municipal goals. They will also lead the coordination, administration, and oversight of provincial and federal service contract requirements across Housing Programs, working closely with the Business Specialist to manage budgets, reporting obligations, and financial controls effectively. Operating as a systems navigator across corporate divisions, the Senior Project Manager ensures alignment of priorities, effective risk management, and consistent, data driven decision making.

Qualifications

- Minimum three year postsecondary diploma or university degree in Public Administration, Business, Finance, Economics, or related field or an equivalent combination of education and experience may be considered.
- Project management and change management certifications are considered assets.
- A minimum of 5+ years of progressively responsible project or program management experience, preferably in housing, municipal/regional government, nonprofit/community housing, social services, or related public sector environments.
- Demonstrated experience negotiating complex, multi party agreements, ideally with non profit or co operative housing Boards.
- Experience administering and managing contracts and service agreements with external service delivery partners.
- Proven ability to coordinate multi stream public funding and mandatory reporting involving cross functional data and strict deadlines.
- Hands on experience with operating and capital financial modeling, including lifecycle and capital reserve planning.
- Strong understanding of project management principles with demonstrated ability to execute multi year strategies and plans.
- Solid knowledge of community planning and relevant planning frameworks.
- Practical knowledge of budgeting, financial processes, and accounting principles, including the ability to analyze financial statements and develop budgets and deficit reduction plans.
- Knowledge of relevant legislation, including MFIPPA, the Housing Services Act, and the Residential Tenancies Act.
- Experience in leading change, influencing stakeholders, and supporting organizational transitions.
- Experience leading cross departmental working groups involving Legal, Finance, and Senior Leadership.
- Strong understanding of the affordable/community housing system, including operations, capital planning, and program delivery.
- Working knowledge of service agreements, compliance frameworks, and municipal/provincial reporting requirements.
- Proficiency in data analysis
- Practical understanding of risk management principles in public sector environments
- Familiarity with nonprofit and cooperative governance structures and Board decision making.
- Excellent written and verbal communication, facilitation, and stakeholder engagement skills; ability to convey complex technical and financial concepts clearly.
- Demonstrated ability in preparing proposals, contracts, work plans, and budgets.
- Strong interpersonal skills, tact, and diplomacy; able to lead complex collaborative initiatives.
- Advanced ability to think critically, analyze and interpret data, and support planning and decision making
- Proficiency with MS Office, MS Project, and other productivity tools; knowledge of Arcori and TPO is an asset.
- Strong foundation in research, program planning, policy development, and strategic/project planning.

- Strong knowledge of budgeting, business accounting, financial management, and business planning.
- Provide subject matter expertise to internal and external partners; participate in working groups, committees, and stakeholder engagements.
- Represent the City of Brantford at local, regional, provincial, and federal forums; support ongoing relationship development.
- Identify and manage contract and project risks to ensure compliance and achievement of expected outcomes.
- Analyze budgeting, financial reporting, and accountability documentation from external service providers.
- Prepare plans, forecast funding opportunities, and respond to evolving provincial direction and Council/Corporate priorities.
- Work with consultants and external advisors as required.
- Monitor business processes, legislation, regulations, and sector trends; recommend improvements to strengthen system performance and ensure compliance.
- Conduct research, environmental scans, and needs assessments, lead public and stakeholder engagement activities.
- Ensure alignment between project scope and broader municipal services.
- Prepare Council Reports, briefing notes, and other communications.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.