



Civida

**OPPORTUNITY PROFILE**

**Director, Project Delivery**

## About Civida

Civida is the largest provider of community and affordable housing in Edmonton, supporting individuals and families through access to safe, stable homes.

Established in 1970 as the Edmonton Housing Authority and later known as Capital Region Housing, Civida has evolved into a modern housing organization with a city-wide impact. While much has changed over the decades, its purpose remains constant: to provide safe and affordable housing for those who need it most.

Today, Civida oversees more than 5,300 homes across 130+ sites throughout Edmonton and administers rent subsidies for over 3,000 households each month. As one of Alberta's largest housing management bodies, Civida plays a vital role in strengthening community stability and well-being.

Operating under the Alberta Housing Act, Civida works within a legislatively governed framework while partnering closely with municipal, provincial, and community stakeholders. Government investment, strategic capital development, and strong community partnerships enable Civida to expand access to housing and respond to the evolving needs of Edmonton's residents.

Civida's approach integrates property management, program administration, housing development, and policy leadership – all grounded in commitment to sustainability, service excellence, and responsible stewardship of public resources.

## The Opportunity

The Director, Project Delivery is a senior leadership role responsible for advancing Civida's capital development and renewal strategy across a growing and complex housing portfolio.

Reporting to the Vice President, Asset Management and Delivery, this role provides strategic oversight of all capital and deferred maintenance initiatives- ensuring projects are well-prioritized, financial disciplined, risk-managed, and aligned with Civida's long-term asset management strategy.

While grounded in strong technical expertise in capital development and construction oversight, this role is fundamentally about leadership. The Director will build and lead a high-performing project delivery team, strengthen project governance and best practices, and ensure that capital investment decisions enhance tenant experience, asset sustainability, and organizational impact.

The mandate extends beyond project execution. The Director will contribute to long-term asset planning, funding strategies, partnership development, and public engagement processes- positioning Civida to expand and modernize its housing portfolio in a financially responsible and community-centred manner.

This is an opportunity for a strategic project leader who combines infrastructure and real estate development expertise with strong people leadership, cross-functional influence, and executive presence.

## **Key Roles & Responsibilities**

### **Capital Project Strategy and Leadership**

- Partner with the VP, Asset Management and Delivery to shape and advance multi-year capital plans and implementation strategies.
- Provide enterprise-level oversight of Civida's capital development and deferred maintenance portfolios, ensuring investments align with long-term asset management priorities and tenant needs.
- Establish clear governance frameworks, prioritization models, and reporting structures to support transparent capital allocation decisions.
- Identify opportunities for innovation in delivery models, partnerships, and alternative funding strategies to expand housing capacity.
- Ensure capital investments balance financial discipline, risk mitigation, tenant experience, and long-term asset sustainability.

### **Project Delivery & Technical Oversight**

- Oversee the successful execution of capital and renewal projects across the full lifecycle- from feasibility and design through procurement, construction, and closeout.
- Provide informed technical oversight in areas such as design standards, procurement strategy, contract administration, cost controls, and schedule management.
- Ensure project management best practices are embedded across the portfolio, driving consistency, accountability, and performance.
- Proactively identify and manage risks related to scope, cost, contractor performance, regulatory compliance, and delivery timelines.
- Empower subject-matter experts within the team while maintaining strategic oversight and executive accountability for outcomes.

### **Financial Stewardship & Funding Strategy**

- Provide executive leadership over capital budgets, ensuring responsible stewardship of public and grant-funded resources.
- Lead or support funding applications, grant negotiations, and reporting requirements tied to government programs and capital initiatives.
- Oversee financial forecasting, cost monitoring, and variance management across multiple concurrent large-scale projects.

- Collaborate with Finance and Procurement to ensure effective vendor selection, contract negotiation, and financial controls.
- Deliver clear, data-informed financial reporting to executive leadership and the Board, highlighting risk exposure and mitigation strategies.

### **Strategic Partnerships & External Relations**

- Serve as a senior representative in engagements with government partners, regulatory authorities, contractors, consultants, and community stakeholders.
- Support public engagement initiatives related to redevelopment and new housing development.
- Build strong cross-functional partnerships within Civida to ensure alignment between asset management, finance, operations, and tenant services.
- Provide strategic updates and presentations to executive leadership and Board members.
- Foster trusted relationships with external partners to ensure delivery excellence and compliance with contractual obligations.

### **Health, Safety & Risk Governance**

- Champion a culture of safety across all capital projects, ensuring adherence to regulatory requirements and corporate standards.
- Embed risk management practices throughout project planning and execution.
- Oversee safety performance monitoring, incident management, and corrective action processes.
- Ensure contractors and vendors meet Civida's safety and compliance expectations.
- Integrate safety leadership into broader operational accountability and performance frameworks.

### **People Leadership & Organizational Capacity**

- Lead, mentor, and develop a multidisciplinary project delivery team, including management and unionized staff.
- Build bench strength and succession readiness within the function to ensure continuity and long-term sustainability.
- Establish clear performance expectations, KPIs, and accountability standards across the team.
- Foster a collaborative, high-performing culture that balances technical excellence with service orientation.
- Strengthen strategic thinking, cross-functional influence, and leadership capability within the project delivery function.

## The Person

### Qualifications & Education Requirements

- A bachelor's degree in engineering, project management, construction management, or related discipline.
- 10+ years of progressive leadership experience in capital development, infrastructure delivery, or real estate portfolio management.
- Demonstrated success in leading major capital projects (preferably \$50M+), including large scale multi-project portfolios.
- Experience operating within public sector, government-funded, not-for-profit, or highly regulated environments.
- Extensive background in real estate development, including full project lifecycle management—from conceptual planning to municipal approvals, financing, construction, and final occupancy.
- Strong knowledge of public procurement practices, contract law, and funding frameworks.
- A proven track record of leading and developing multidisciplinary teams.
- Experience in not-for-profit, government-funded, or socially driven infrastructure environments is considered a strong asset, particularly where public accountability, regulatory oversight, and community engagement are central to project success.

### Knowledge, Skills & Leadership Attributes

#### **Strategic Capital Portfolio Leader**

Thinks beyond individual projects to long-term asset sustainability, portfolio optimization, and organizational impact. Aligns capital investment decisions with strategic priorities, tenant experience, and financial stewardship.

#### **People-First Infrastructure Executive**

Builds, mentors, and empowers high-performing, multidisciplinary teams. Strengthens leadership capability within the function and fosters accountability, collaboration, and professional growth.

#### **Technically Credible, Strategically Oriented**

Brings strong expertise in capital development, construction oversight, procurement, and contract management- with the judgment to provide executive-level oversight.

#### **Financially Astute & Public Accountable**



Understands funding frameworks, grant structures, cost forecasting, and risk mitigation within government-funded and publicly accountable environments. Demonstrates disciplined stewardship of capital budgets and public resources.

**Governance & Risk-Aware Decision Maker**

Navigates regulatory complexity, contract risk, safety compliance, and public scrutiny with sound judgment and integrity. Integrates risk management into strategic planning and project execution.

**Collaborative Influencer & Relationship Builder**

Builds trusted partnerships across internal leadership, government partners, contractors, consultants, and community representatives. Communicates complex technical matters with clarity and confidence.

**Resilient & Decisive Under Pressure**

Comfortable managing competing priorities, delivery pressure, political sensitivities, and evolving project landscapes while maintaining professionalism and composure.

## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Anurag Shourie or Jessica Park** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

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