

URBAN DEVELOPMENT INSTITUTE - CALGARY
Project Manager
Competition Open from May 2010

The Position:

The Project Manager reports directly to the Executive Director. This full-time position requires exceptional organizational skills, above average writing skills, strong interpersonal skills, demonstrated leadership abilities, the confidence and knowledge to work unsupervised, and the ability to work with volunteers. Proficiency in the use of Microsoft applications is considered to be essential to qualify for this position.

Some knowledge of the land development industry would be considered an asset, as would a background in planning or engineering.

This position will provide the Executive Director with a weekly and/or as needed status report on all activities described below or any relevant industry activities. This role will also accept additional duties appropriate to UDI – Calgary activities and events that may occur from time to time in the daily conduct of business.

Duties:

Issues Management, including:

- Establish and maintain relationships with required departments/individuals of the municipal government, other organizations and stakeholders.
- Monitor City Council, SPC and CPC agendas to identify issues that may require further discussion at the committee/task force level. Convey information/issues of importance to the Executive Director and conduct research as required.
- Monitor and research bylaws, legislation, policies and/or programs affecting the development industry and convey required information to the Executive Director and applicable committees/ task forces.
- Attend and participate in seminars, conferences, conventions, community organizations, Board and/or Association meetings in order to enhance the welfare and profile of the Institute.
- Identify emerging issues that may require sub-committee involvement. Coordinate sub-committee volunteers and meetings with appropriate City/stakeholder groups.
- Liaise with municipalities, stakeholders and industry representatives to keep aware of emerging issues of importance to the development industry.

Manage the Development Agreement and Standard Specifications Negotiations, including:

- Coordinate, compile, document and monitor all issues under negotiation.
- Research outstanding issues and convey this information and issues under negotiation to the respective committees.
- Ensure appropriate member representation is in attendance at the negotiation meetings.
- Liaise with the City regarding resolution of outstanding issues.
- Convey appropriate information to the membership in a timely manner.

Executive Director:

- Perform and carry out additional duties as may be assigned by the Executive Director.
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Manage Committees/Task Forces, including:

- Coordinate and attend all committee/task force meetings as assigned. Work with Committee Chairs and Task Force Leaders to execute agenda items to ensure that issues are advanced in a timely manner.
- Follow-up with volunteers to ensure that action items are addressed in a timely manner and report on Committee members' behalf at meetings when required.
- Monitor Committee and Task Force projects.
- On behalf of the Executive Director or the committees/task forces, prepare a formal written responses pertaining to issues under discussion.
- Communicate with other staff members all pertinent information and activities within committee structure to eliminate duplication of effort.
- Assist in the completion of research required by committees or as assigned by Executive Director.
- Work as a resource in any way to facilitate the work of the Committees.
- Monitor and ensure currency of information contained in the committee Terms of Reference.
- Preparation and distribution of agenda materials for all committee/task force meetings.
- Execute action items as needed based on committee/task force requirements.
- Ensure that the Executive Director is kept apprised of outstanding committee / task force action items that have been assigned to him.

Manage Information Resources, including:

- Compile information and issue all technical and information bulletins.
- Ensure that relevant documents of interest are posted on the Web.
- Compile and produce correspondence that needs to be conveyed to the UDI – Calgary membership.
- Maintain the content of the UDI – Calgary website with regard to committee/task force membership and currency of issues being addressed by the respective committees.
- Assess and meet relevant information needs of membership, including conducting research when necessary.
- Remain knowledgeable of current industry, business and government initiatives and issues within the development industry, and based on knowledge and judgment, recommend courses of action/involvement for consideration/approval of the Executive Director and Board of Directors.

Membership Growth, including:

- Under the direction of the Executive Director, develop membership information packages.
- Pursue new members, including meeting and corresponding with prospective members and follow-up.

Event Planning

- Assist with the planning and execution of various UDI events, such as the annual golf tournament, Christmas party, lunches and breakfast seminars.

PLEASE SEND YOUR COVER LETTER & RESUME TO [MIKE FLYNN](#)