

**Kitchener Housing Inc.
Manager, Strategic Funding & Partnerships**

Organization: Kitchener Housing Inc. (KHI)

Position Type: Full-Time

Location: Kitchener, Ontario (Hybrid Eligible)

Job Advertisement

Kitchener Housing Inc. (KHI) is seeking a strategic, collaborative, and entrepreneurial professional to join our team as Manager, Strategic Funding & Partnerships.

This newly created role will help position KHI for long-term sustainability and growth by leading strategic funding development, partnership cultivation, and coordination of transformative housing and infrastructure initiatives.

The successful candidate will support projects related to affordable housing modernization, capital renewal, decarbonization, tenant well-being, infrastructure funding, and organizational innovation.

This is not a traditional fundraising role. We are seeking someone who can think strategically, build relationships, coordinate complex initiatives, and help move projects from concept to implementation.

The Manager will work across government, community, institutional, and private-sector partners to identify opportunities, coordinate funding applications, support implementation planning, and strengthen KHI's long-term organizational capacity.

Why Join KHI?

- Opportunity to help shape the future of affordable housing in Waterloo Region
- Work on innovative and sector-leading projects
- Collaborative and mission-driven environment
- Flexible and hybrid work arrangements
- Meaningful community impact

Interested candidates are encouraged to submit a resume and cover letter outlining their experience and interest in the role.

Full Job Description

Position Summary

The Manager, Strategic Funding & Partnerships is responsible for identifying, securing, coordinating, and stewarding funding opportunities across capital development, housing renewal, decarbonization, tenant well-being, infrastructure modernization, and strategic organizational initiatives.

The role combines strategic thinking, project coordination, relationship management, and funding development to help support KHI's long-term sustainability and organizational growth.

Key Responsibilities

- Identify and monitor funding opportunities across municipal, provincial, federal, utility, philanthropic, and impact investment streams
- Develop and maintain a comprehensive funding pipeline and tracking system
- Coordinate and support preparation of funding applications, business cases, briefing notes, and related materials
- Build and maintain productive relationships with government, sector, utility, and community partners
- Support implementation planning and reporting requirements for funded projects
- Coordinate consultants, technical partners, and external stakeholders where required
- Monitor housing, infrastructure, sustainability, and funding trends relevant to KHI
- Support strategic initiatives related to affordable housing modernization, climate resilience, and tenant well-being
- Assist with development of reusable templates, systems, and organizational tools to strengthen long-term funding capacity

Qualifications

- Postsecondary education in public administration, urban planning, business, political science, sustainability, non-profit management, or a related field
- Minimum 5 years of experience in one or more of the following:
 - strategic funding development
 - government relations
 - affordable housing or infrastructure programs
 - project coordination
 - public sector or non-profit strategy
- Strong writing, communication, and relationship-management skills
- Experience managing multiple projects and stakeholders simultaneously
- Strong organizational and analytical skills
- Experience with affordable housing, CMHC programs, infrastructure funding, or decarbonization initiatives is considered an asset

Core Competencies

- Strategic thinking
- Systems thinking
- Political acuity
- Collaboration and relationship-building
- Initiative and adaptability
- Project coordination
- Communication and storytelling
- Problem-solving under complexity

Compensation & Benefits

Salary range for this position is anticipated to be between \$105,000 and \$125,000 annually, commensurate with experience and qualifications.

KHI offers a collaborative and mission-driven work environment with the opportunity to contribute to transformative housing initiatives and community impact.

A comprehensive compensation package may include:

- Pension and/or benefits participation, where applicable
- Professional development opportunities
- Flexible and hybrid work arrangements
- Participation in innovative and sector-leading initiatives

Exceptional candidates with significant senior-level experience may be considered above the posted range.

Application Process

Interested applicants are invited to submit:

- Resume
- Cover Letter

Kitchener Housing Inc. thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Interested applicants please send your resume & cover letter to will.edmondson@kitchener.ca