



At the Cowichan Housing Association (CHA), we believe that stable, secure, accessible, and affordable housing is foundational to healthy individuals, families, and communities. We work to increase affordable housing options and to reduce homelessness in the Cowichan Region.

The CHA is seeking an Executive Director, with experience working in the non-profit sector. You are confident in actively identifying and leveraging development opportunities, proactively working with governments and local non-profits. You will oversee the delivery of programs and research related to housing in the Cowichan Region.

As the organization's primary representative to the broader community and reporting to the Board of Directors, the Executive Director will have a high degree of political savvy, charged with overseeing multiple portfolios and fostering relationships with a diverse group of stakeholders.

The successful incumbent will take a lead role in delivering regional housing operations and services funded by the Cowichan Valley Regional District, Federal and Provincial Governments, and other stakeholders to facilitate affordable housing, and deliver regional programs to prevent homelessness.

## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

The Executive Director is responsible for the successful strategic leadership and management of programs, services, human resources, and financial administration of CHA according to the strategic plan of the organisation. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### ***Programs and Services Planning and Management***

- Implement and monitor short, medium and long-term strategic operational programs, services and action plans.
- Monitor and evaluate all policies, procedures, programs and services and make recommendations to the Board of Directors.
- Facilitate affordable housing initiatives by working with community stakeholders.
- Ensure that the operations of CHA meets the expectations of the Board as well as its obligations to clients and funders.

#### ***Financial Planning and Management***

- Responsible for developing revenues necessary to support the Association's mission.
- Responsible for the fiscal integrity of the CHA, working with the Treasurer, develop a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

### ***Organization Operations:***

- Reports to and works closely with the Board of Directors to obtain direction in policy decisions, fundraising and to increase the overall visibility of the organization.
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of Cowichan Housing Association operations.
- Responsible for bringing to the Board for signature all notes, agreements, and other instruments made and entered into and on behalf of the organization.

### ***Communications and Community Relationships:***

- Supervise, collaborate with organization staff.
- Implement the strategic plan as directed by the Board
- In collaboration with the treasurer, manage the annual budget.
- With the Board chair, serve as Cowichan Housing Association’s primary spokesperson to the organization’s constituents, the media, and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Cowichan Housing Association’s Mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Participate in internal and community committee meetings.

## **QUALIFICATIONS**

### ***Education and Experience***

- University degree.
- Significant progressive management experience in the non-profit sector.
- Experience in developing, implementing, and evaluating programs and services.
- Significant relationship building and community development.
- Demonstrated experience and success in grant writing and fundraising.
- Experience in data management, research, and analysis.

### ***Knowledge***

- Strong understanding and knowledge of social housing development and issues.
- Well-developed understanding of leadership and management principles in a non-profit.
- Knowledge and understanding of legislation applicable to non-profit organizations.
- Well-developed knowledge and understanding of human resource management.
- Strong understanding of financial management.
- Extensive knowledge and understanding of project and contract management practices.
- Well-developed knowledge and understanding of information management.
- Well-developed knowledge and skill in utilizing relevant software applicable to the work.

- General knowledge of Indigenous issues including housing.

### **Skills**

- Effective written and oral communication skills.
- Demonstrated skills in contract development and contract management.
- Ability to think conceptually, analyze and solve complex issues, exercise sound judgment, and make effective decisions/recommendations.
- Effective negotiation, conflict resolution, problem solving and consensus building skills.
- Effective leadership, supervisory, presentation and interpersonal skills.
- Ability to instill and demonstrate teamwork and collaboration.
- Ability to motivate self and others and encourage innovation.
- Ability to delegate effectively.
- Skilled at setting priorities, developing work schedules, monitoring progress and tracking details, data, information, and activities.
- Strong written and oral communication skills, and strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.

### **Personal Attributes**

- Adaptable, flexible, and tolerant of a changing work environment and conditions.
- Committed to incorporate the values of Truth and Reconciliation and address systemic racism.
- Ensures all services are delivered through a lens of equality, justice, and kindness.
- Innovative and entrepreneurial creating new opportunities and improvements.
- Well organized, pays attention to detail.
- Respect for a diversity of views and opinions
- A Team player and works collaboratively
- Critical and strategic thinker, assessing options and actions in the best interest of CHA

### **ADDITIONAL COMPETENCIES NOT REQUIRED BUT CONSIDERED AN ASSET**

- Well-developed knowledge of CHA's operations, programs, and services.
- Experience working with Indigenous communities.
- Knowledge and understanding of legislation, regulations, bylaws, and best practices pertaining to the acquisition, administration, and development of affordable housing.
- Knowledge of current community challenges and opportunities relating to CHA's mission.
- Knowledge of property management and residential tenancies.
- Knowledge of the issues and concerns of residents in the Cowichan Valley.

### **WORKING CONDITIONS**

- Office environment or remotely as determined by the Public Health Officer.
- Standard 40 hours per week with expectations of evening and weekend work.
- Vehicle and valid driver's license required.

*Cowichan Housing Association is committed to employment equity and diversity in the workplace.*

**(Starting Salary Range: \$75,000-\$85,000)**

**PLEASE NOTE: Application Requirements and Process**

- With a copy of your resume, please provide a cover letter that describes how your work and life experience makes you a suitable candidate for this position. It is recommended that you refer to the experience and abilities identified in the job posting to support your case.
- Applications missing either a resume or a cover letter may not be considered.
- References that can verify your abilities and experience will be required should you be considered as one of the finalists of this competition.
- Please submit resumes by May 14, 2021 to the attention of Joy Hayden, Chair of the Board, at [careers@cowichanhousing.com](mailto:careers@cowichanhousing.com). The position will remain open until a suitable candidate has been identified.
- All applications will be treated as confidential.