



The Cowichan Housing Association (CHA) is seeking a collaborative and visionary senior leader to become its Executive Director. The Cowichan Housing Association (CHA) has recently taken on a new role as administrator of the Regional Housing Service financed by the Cowichan Valley Regional District. The incumbent will have responsibility for the development of this new role and provide strategic leadership and management of the operations of the organization, in the fulfillment of its vision and mission according to the strategic direction developed with and approved by the Board of Directors.

The ideal candidate will be a seasoned executive, with experience working in the non-profit sector preferably in a community, healthcare, housing or related organization. As the organization's primary representative to the broader community, 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 – residents, government officials and agencies, funders, donors and other community members.

JOB DESCRIPTION – EXECUTIVE DIRECTOR

JOB PURPOSE

The Executive Director is responsible for the successful leadership and management of programs, services, human resources, and financial administration of CHA according to the strategic direction set by the Board of Directors, and in keeping with CHA's vision and mandate.

Reporting to Board of Directors, through the Chair

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership and Support to the Board of Directors

- Support the Board in its ongoing strategic planning to guide the CHA
- Act as a professional advisor to the Board on all aspects of CHA's activities
- Assist the Board in recruiting new Board members
- Keep the Board informed on all aspects of CHA's operational and financial affairs
- Regularly evaluate program and service delivery and report accordingly
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- Along with the Chair of the Board, act as a spokesperson for CHA
- Lead CHA in housing development initiatives
- Be knowledgeable and keep current on relevant legislation ensuring compliance and advising the Board in areas of risk or concerns
- Act as liaison between the Board and CHA's members, and among CHA, housing proponents, community stakeholders, municipal governments and provincial and federal agencies to ensure housing and service objectives are met
- Prepare Board meeting agendas and supporting materials

- Prepare and provide to the Board and other applicable bodies (such as the CVRD) annual reports of programs and services, including assessment and recommendations for future improvement

Operational Planning and Management

- Oversee the efficient and effective day-to-day operation and administration of CHA, including the Regional Housing Service
- Develop, implement and monitor short, medium and long-term strategic financial and operational programs, services and action plans that incorporate the goals and objectives of the strategic plan, and the Regional Housing Service
- Develop, recommend and manage the implementation and review of organizational policies and procedures for Board approval
- Develop criteria for and, monitor, evaluate and ensure compliance with, all of CHA's policies, procedures and programs
- Ensure that the operations of CHA meets the expectations of its clients, the Board and Funders
- Maintain privacy and confidentiality of all CHA's records and data

Programs and Services Planning and Management

- Develop CHA's programs and services consistent with the organization's needs and the Regional Housing Service objectives
- Manage the maintenance of CHA's informational database
- Develop, recommend and manage the implementation of policies, procedures, programs and services, ensuring consistency with CHA's strategic objectives, the Regional Housing Service objectives, and professional practice
- Develop criteria for and, monitor, evaluate all programs and services
- Ensure that the programs and services meet the expectations of CHA's clients, the Board and Funders

Financial Planning and Management

- Oversee the financial affairs of CHA
- Work with the Board (Finance Committee) to prepare a comprehensive budget
- Secure adequate funding for the operation of CHA, its programs and services by researching funding sources, developing fund raising plans and writing funding proposals
- Manage CHA's finances efficiently and in a manner consistent with generally accepted accounting principles
- Approve expenditures within the authority delegated by the Board and according to the approved budget
- Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget
- Monitor and report on the monthly cash flow of the organization
- Provide financial reports, analysis and input to the Board of Directors as requested by the Board
- Ensure development of annual audit process
- Monitor and evaluate organizational performance and ensure overall productivity
- Ensure compliance with legislated financial reporting and taxation requirements

Human Resources Planning and Management

- Determine staffing requirements for organization management and delivery of programs and services

- Oversee the development and implementation of human resource policies, procedures and practices, including the development of all staff job descriptions
- Recruit, orient, train and manage performance, of all staff, contractors and volunteers
- Ensure the safety and protection of all workers with appropriate policy, and ensure workers have the resources needed to do their jobs
- Manage staff, contractors and volunteers in a manner consistent with federal and provincial statutes, treating them with respect and dignity
- Ensure that staff are provided with information and training necessary for the conduct of their assigned duties
- Evaluate and report staff performance, determine performance issues, and take disciplinary action, which may include suspension and the recommendation for termination
- Recommend changes in compensation of staff when appropriate and authorize overtime
- Ensure compliance with personnel policies and relevant legislation and regulations as it applies to both the workplace and employment

Communications and Community Relationships

- Communicate with, and work cooperatively and collaboratively with community groups including non profit agencies, private business sector, real estate development sector, funders, politicians, and other organizations to keep the community informed, help achieve the goals of CHA, and to report on any relevant changes in the community
- Represent the organization in the community, and promote CHA's mission, mandate and goals, to enhance CHA's standing in the community, increase awareness and support for CHA's mission
- Act as the spokesperson and represent CHA on appropriate committees, networks and joint projects and provide information about the organization's goals, programs and services
- Manage the maintenance of a website that is current and relevant to CHA's needs and members' needs
- Ensure communication of items of interest to the membership through a monthly electronic newsletter

Risk Management

- Identify and evaluate the risks to CHA's people, property, finances, goodwill and image
- Implement measure to manage risks
- Ensure that CHA and the Board carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

And all other duties that are reasonably and customarily performed by a person holding a similar position in the business of CHA.

QUALIFICATIONS

Education and Experience

- University degree in a related field
- Significant progressive management experience in the non-profit sector Experience in developing, implementing and evaluating programs and services

- Significant relationship building and community development experience
- Demonstrated experience and success in grant writing and fundraising
- Experience in staff management
- Experience in data management, research and analysis

Knowledge

- Strong understanding and knowledge of housing development and related issues
- Well developed knowledge and understanding of leadership and management principles in a non-profit environment
- Well developed knowledge and understanding of legislation applicable to non-profit organizations, including agreements and contracts, employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage
- Well developed knowledge and understanding of human resources management
- Extensive knowledge and understanding of financial management
- Extensive knowledge and understanding of project management
- Extensive knowledge of project and contract management practices
- Well developed knowledge and understanding of information management
- Well developed knowledge and skill in utilizing relevant software applications applicable to the work.
- General knowledge of Indigenous issues including housing

Skills

- Effective communication skills; can speak, listen and write in a clear, thorough and timely manner
- Ability to communicate and relate effectively with all levels of staff, government officials and housing partners
- 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 others and encourage innovation
- Ability to delegate effectively
- Skilled grant writer and fundraiser
- Skilled at setting priorities, developing work schedules, monitoring progress and tracking details, data, information and activities

Personal Attributes

- Adaptable; willing to be flexible, versatile and tolerant of a changing work environment and conditions
- Respectful of diversity in values
- Understands ethical behaviour and business practices and behaves accordingly
- Self-motivated and motivational to others
- Critical and strategic thinker, assessing options and actions in the best interest of CHA
- Team player and collaborative; builds good working relationships with others
- Innovative and entrepreneurial creating new improvements and opportunities
- Excellent interpersonal, oral and written communication skill

- Good observer and listener, anticipating, understanding and responding to internal and client needs to meet or exceed their expectations
- Good decision maker; can assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of CHA
- Well organized

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 real estate
- Knowledge of current community challenges and opportunities relating to CHA's mission
- Knowledge of generally accepted accounting principles and ethical business practices
- Knowledge of property management and residency tenancies
- Skilled grant writer and fundraiser
- Knowledge of database management
- Knowledge of the issues and concerns of residents in the Cowichan Valley

WORKING CONDITIONS

- office environment
- standard work week, Monday to Friday, 40 hours per week, but will often work evening, weekend and overtime hours to accommodate activities such as Board meetings, committee meetings and meetings of members, partners, stakeholders and government outside of the office, and representing CHA at public events
- Vehicle and valid driver's license required

Compensation:

- \$75-\$90K commensurate with skills and experience
- Benefits after 3 months

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

Please submit resumes by February 28, 2019 to the attention of Chris Hall, Chair of the Board, at careers@cowichanhousing.com. All applications will be treated as confidential.