



CAREER OPPORTUNITY: EXECUTIVE DIRECTOR – COWICHAN HOUSING ASSOCIATION

The Cowichan Housing Association (CHA) is seeking a visionary and collaborative senior leader to become its Executive Director. Affordable housing is an urgent priority in the region and the CHA has recently taken on a new role as administrator of the Regional Housing Service, which is financed by the Cowichan Valley Regional District. The successful candidate will be responsible for developing and advancing this new role, providing strategic leadership and management of the association's operations, and fulfilling the vision, mission and strategic direction of the Board of Directors.

The CHA Board is seeking a seasoned executive with experience working in the non-profit sector, preferably in a housing, or other social service-related organization. As the association's principal representative, the Executive Director will have a high degree of political savvy and the ability to foster relationships with a diverse group of stakeholders including citizens; elected officials; Indigenous, local and provincial governments and agencies; funders; donors; private sector business; and other community groups.

Reporting to the Board of Directors, the primary responsibilities of the Executive Director will include:

- **Support to the Board of Directors:** Advise on all aspects of the CHA governance and operations; developing and advancing the strategic plan; fostering effective relationships; coordinating Board meetings; and advising on legislative and regulatory implications, compliance requirements and organizational risk.
- **Organizational Management and Administration:** Ensure the efficient and effective day-to-day operation of the CHA; administer, implement and assess the organization's policies and procedures; and manage the CHA's informational database and confidentiality requirements.
- **Planning and Delivery of Programs and Services:** Develop, implement and monitor the CHA's programs and services; evaluate effectiveness of programs and services; and plan for and respond to changing influences, circumstances, and requirements in the housing sector.
- **Financial Planning and Administration:** Oversee the financial management of CHA; prepare comprehensive budgets and long-term financial plans; ensure compliance with financial reporting and taxation requirements; identify and secure funding sources for the operation of CHA; develop fund-raising strategies and prepare grant proposals.
- **Human Resources Management:** Lead and manage staff, contractors and volunteers; recruit, orient and train new staff, contractors and volunteers; evaluate performance; and develop and implement human resource policies and procedures.
- **Relationships, Engagement and Communication:** Liaise, communicate, engage and collaborate with citizens; elected officials; Indigenous, local and provincial governments and agencies; funders; donors; private sector; media; and community groups; represent the organization and promote CHA's vision, mission and goals; and ensure CHA website and social media content is current and relevant.



Education/Experience/Skills

The ideal candidate will hold a university degree or post secondary training/education in a related field.

They will have progressive senior management experience in the non-profit sector - developing, implementing and evaluating programs and services; managing staff and volunteers; preparing grant proposals and fundraising strategies; building relationships and partnerships and engaging with clients and the community at large.

They should possess a robust understanding and knowledge of the social services and affordable housing sectors, including housing needs, programs, services, legislation and policies; knowledge and understanding of process and best practice pertaining to the acquisition, development, and management of real estate; and the ability to think strategically, to anticipate, analyze and solve complex issues, and exercise sound judgment in making decisions or recommendations.

The candidate will be passionate about the work they do and have a high degree of understanding and empathy for clients and those in need of CHA services and programs. They will be innovative and entrepreneurial in their approach, and be adaptive and responsive to evolving needs and circumstances.

The position is based at the CHA office in Duncan and is full-time with a five-day work week, with some flexibility for virtual work. A valid BC drivers licence and vehicle is required.

The position offers a competitive salary range of **\$98,000 – \$105,000** and extended health benefits.

Visit <https://www.cowichanhousing.com/> to learn more about the CHA or to view the detailed job description.

A detailed resume, or inquiries can be directed to *BD Carruthers and Associates* at brian@bdcarruthers.ca before December 13, 2023. All applications will be treated as confidential.



JOB DESCRIPTION – EXECUTIVE DIRECTOR

JOB PURPOSE

The Executive Director is responsible for the effective leadership and management of all programs, services, human resources, and finances of CHA in accordance with the vision, mandate and strategic direction established by the Board of Directors.

REPORTING

The Executive Director reports to the Board of Directors, through the Board Chair.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership and Support to the Board of Directors

- Act as a professional advisor to the Board on all aspects of CHA's activities;
- Support the Board in the development and advancement of their strategic plan;
- Foster effective relationships and team work between the Board, the Executive Director and staff;
- Prepare Board meeting schedules, agendas and supporting materials;
- Prepare and present annual reports of program and service achievements, evaluations and recommendations for future improvement to the Board and partners/funders;
- Recommend and coordinate Board development and training initiatives and programs;
- Assist the Board with recruitment of new Board members;
- Keep the Board informed on all aspects of CHA's operational and financial affairs;
- Along with the Chair of the Board, act as a spokesperson for CHA
- Advise the Board on relevant changes in legislation, compliance requirements or operational risks to the organization.

Organizational Management and Administration

- Oversee the efficient and effective day-to-day operation and administration of CHA, including the Regional Housing Service, ensuring that expectations of CHA's clients, funders and the Board of Directors are met.
- Administer, implement and assess the organization's policies and operating procedures;
- Recommend and/or develop organizational policies for Board approval as required; and
- Manage the development of CHA's informational database and maintain appropriate privacy and confidentiality.



Planning and Delivery of Programs and Services

- Develop, implement and monitor the CHS's programs, services and action plans to advance the goals and objectives of the CHA's strategic plan, and meet the objectives of the Regional Housing Service;
- Develop criteria for and, monitor, evaluate all programs and services;
- Anticipate, plan for and adapt to evolving influences, factors and needs in the housing sector, ensuring that the programs and services meet the expectations of CHA's clients, the Board and its funders.

Financial Planning and Administration

- Oversee the efficient financial management of CHA in accordance with generally accepted accounting principles (GAAP);
- Work with the Board (Finance Committee) to prepare a comprehensive budget and financial plan;
- Secure adequate funding for the operation of CHA and its programs and services by researching funding sources, developing fund-raising strategies and preparing funding proposals and applications;
- Approve budgeted expenditures within the authority delegated by the Board;
- Provide recommendations and obtain Board approval for any expenditures that are outside the approved budget;
- Monitor CHA's monthly cash flow and provide regular financial reporting and analysis to the Board of Directors;
- Ensure compliance with legislated financial reporting and taxation requirements and develop/implement an annual audit process; and
- Monitor and evaluate organizational performance to optimize productivity and efficiency.

Human Resources Management

- Determine staffing requirements for the management and delivery of the organization's programs and services;
- Oversee the development and implementation of human resource policies, procedures and practices, including the development of all staff job descriptions
- Manage staff, contractors and volunteers in a dignified, safe and respectful manner that complies with federal and provincial statutes, as well as relevant personnel policies and regulations.
- Undertake recruitment, orientation and training of new staff, contractors and volunteers and ensure they are provided with the resources required to conduct their assigned duties;
- Evaluate staff performance, identify performance issues, and take appropriate corrective or disciplinary action, up to and including recommendation for termination.
- Recommend changes to staff compensation when appropriate and authorize overtime.



Relationships, Engagement and Communications

- Liaise, communicate, engage and collaborate with citizens; elected officials; Indigenous, local and provincial governments and agencies; funders; donors; the private sector; media; and other community groups to advance program and service objectives of the CHA;
- Represent the organization and promote CHA's vision, mission and goals to enhance CHA's standing in the community and maintain awareness and support for CHA's role and mandate.
- Act as the spokesperson for the CHA with the media, on appropriate committees, and joint initiatives;
- Develop and deliver community engagement initiatives and activities; and
- Ensure that CHA website and social media content is up to date, informative and relevant to the needs of the CHA and its members.

Risk Management

- Identify and evaluate the risks to CHA's people, property, finances, goodwill and image;
- Implement measures to manage and mitigate risks; and
- Ensure that CHA and the Board of Directors carry appropriate and adequate 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 developing grant proposals and fundraising
- Experience in managing staff and volunteers
- Experience in research, analysis and data management



Knowledge, Skills and Abilities

- Strong understanding and knowledge of the affordable housing sector including housing needs, services, policies, program planning/management and related functions
- Knowledge and understanding of planning, legislation, regulations, bylaws, and best practices pertaining to the acquisition, development, and management of real estate
- 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
- Effective communication skills; can speak, listen, and write in a clear, thorough, and timely manner
- Skilled at developing and delivering presentations, public speaking, media interviews, and press releases, etc.
- Ability to communicate and engage effectively with all levels of government and housing partners
- Ability to think conceptually, to anticipate, analyze and solve complex issues, exercise sound judgment, and make effective decisions/recommendations
- Effective consensus building, negotiation, conflict resolution and problem-solving skills
- Well developed knowledge and skills in human resources leadership, management and supervision
- Ability to motivate others and encourage teamwork, collaboration and innovation
- Extensive experience and knowledge in financial planning and administration
- Extensive knowledge and experience in project management, extending to project and contract management practices
- Skilled at planning, setting priorities, developing work schedules, monitoring and tracking progress
- Skills and experience with developing grant proposals and fundraising
- 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 peoples, and their housing needs and preferences

Personal Attributes

- Adaptable; willing to be flexible, versatile and tolerant of a changing work environment and conditions
- Respectful of diversity in values
- High degree of empathy and understanding with clients and those in need of CHA services
- Self-motivated and motivational to others
- Innovative and entrepreneurial with a strong desire to explore new opportunities
- Critical and strategic thinker, assessing options and actions in the best interest of CHA
- Good observer and listener, anticipating, understanding, and responding to internal and client needs
- Good decision maker; can assess situations to determine the importance, urgency and risks, and make sound 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 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 residential tenancies
- Knowledge of the issues and concerns of residents in the Cowichan Valley

WORKING CONDITIONS

- Office environment, including options to work from home
- 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 and member meetings, partners, stakeholders and government outside of the office, and representing CHA at public events
- Vehicle and valid driver's license required