

Hiyám ta Sḵwxwú7mesh Housing Society (Squamish Nation Housing Society)

Chief Executive Officer Job Description

Hiyám ta Sḵwxwú7mesh Housing Society is a not-for-profit housing society that has been established by the Squamish Nation to act as an independent, arm's-length organization to provide subsidized and affordable housing for Squamish Nation members. The Society's mission is building, maintaining, and overseeing safe, equitable and affordable housing for all Squamish people.

Reporting to the Hiyám ta Sḵwxwú7mesh Housing Society Board of Directors, the Chief Executive Officer (CEO) plans and directs all aspects of the Society including policies, objectives, and initiatives. The CEO is responsible for overseeing the day-to-day management of the Society's operations, as well as Board and staff activities. This includes:

- a) Administering the Society in accordance with the Society's mandate, ensuring goals and objectives are met, and are reflective of the Society's mission, vision and values;
- b) Providing strategic advice and recommendations to the Board; developing policies, procedures, guidelines and operational plans for Board consideration and implementing Board approved directives and initiatives;
- c) Overseeing the financial administration of the Society and Board; ensuring that an effective management system is implemented and maintained;
- d) Forging and maintaining effective relations with senior industry and senior government officials, and developing and maintaining a knowledge of, and effective working relationships with, interested parties and stakeholders locally, nationally, and internationally;
- e) Representing the Society in the development of affordable housing projects in partnership with consultants, architects, contractors, funders, and other stakeholders through to the completion of construction of new housing projects.

Essential to the position of the CEO is a proven track record in the leadership of people, especially in complex cross-functional team environments. The ability to foster a culture of high performance and learning that adheres to the Society's vision is key to the role as is the ability to effectively communicate at all levels.

The CEO will have at least 6 – 10 years strategic leadership experience in the non-profit sector and significant experience in the housing and construction industry, with project management,

and in related areas. The CEO relies on experience and judgement to plan and accomplish goals. The CEO must demonstrate an ability to deal effectively with senior industry and government officials as well as members of agencies, commissions, and regulatory boards. A working knowledge of federal and/or provincial administration and legislation is required.

Qualifications

- University degree or post-secondary education in a relevant discipline, a graduate level degree will be considered an asset;
- Knowledge and experience in the development of not-for-profit social housing;
- Previous experience working in a First Nations Community and knowledge of Squamish Nation traditions and territory will be prioritized
- Proven ability to develop and manage financial budgets;
- Strategic planning experience with a vision for developing short, medium, and long-term goals and objectives
- Experience working with a Board of Directors and a strong understanding of Board governance;
- Strong leadership, team management and conflict resolution skills;
- Experience working with all levels of government and a diverse range of partners and stakeholders;
- Entrepreneurial acumen and ability to raise funds for capital projects
- Strategic thinker with strong decision-making abilities and problem solving skills.
- Highly developed written and verbal communication skills including active listening and strong public speaking ability;
- Ability to multitask with strong organizational and administrative skills, and ability to meet strict deadlines.
- Valid class 5 driver's license, a driver's abstract and access to a motor vehicle

The ideal candidate will share the values of the Hiyám ta Sḵwxwú7mesh Housing Society, which include:

- Reflects Sḵwxwú7mesh cultural values and identity
- Meets core housing needs of Squamish People
- Squamish Nation built
- Ecologically sustainable and efficient
- Triple bottom line: social, ecological, and financial
- Pride

How to Apply

Please submit your cover letter, resume and three references by email to blair@lumadevelopment.ca Deadline for applications is January 24, 2020.

A formal offer of employment will be subject to passing a criminal records check. Preference may be given to qualified candidates of Aboriginal ancestry.