



Director, Programs & Strategic Initiatives – CHRA

The Canadian Housing and Renewal Association (CHRA) is the national association representing the social, non-profit and affordable housing sector in Canada. CHRA provides advocacy, member programs, education, communications, and events to its members and the community housing sector across Canada.

Director, Programs & Strategic Initiatives - Responsibilities

Reporting to the Executive Director, the Director, Programs and Strategic Initiatives is the senior program and housing content lead at CHRA. The Director will oversee the administration and operation of several sector-wide national programs, oversee educational and learning opportunities for members, and works with members, external stakeholders and the Board of Directors to represent CHRA and identify areas for sector-wide growth and development.

Specific Duties

The specific duties and responsibilities of this role fall into three main areas:

1. Program Management

The Director is the lead person responsible for overseeing and managing several specific CHRA programs, which include:

- **Housing Professionals Mentorship Program (HPMP):** Oversees the management of HPMP, including marketing and applications, matching participants, programming, organization of events, budget, sponsorship, hiring and managing consultants, and stakeholder and external communications.
- **Affordable Home Ownership Working Group:** Together with the Executive Director, develops meetings and activities for this Working Group.
- **Tenant Leadership Group:** In collaboration with the Executive Director, develops programming and initiatives to strengthen tenant leadership capacity in Canada.

In collaboration with the Manager, Communications and Events Manager, the Director promotes and communicates information, updates and developments related to these programs, and organizes events and initiatives.

2. Education Dissemination

- The Director develops, manages and implements program content as related to the annual CHRA Congress and pre-Congress offerings, including keynotes, workshop sessions, and other knowledge dissemination activities.
- Plans and executes the annual CHRA webinar series including working in coordination with CHRA staff to support webinar marketing, website and communications tools.

- Assists in identifying sponsorship opportunities, networks and funding sources for new learning, education and webinar opportunities as required.
- Identifies emerging issues and trends of relevance to the social and non-profit housing sector, and develops strategies and workplans to disseminate knowledge of these trends to CHRA members and the sector overall.

3. Member Services & Stakeholder Relations

- Participates in CHRA member roundtables and planning sessions such as Board meetings, provincial association meetings, and other sector activities. Through these interactions, the Director helps to identify ongoing and future CHRA involvement in key policy and program initiatives.
- Works in coordination with other staff colleagues to plan and develop related research, program, policy and advocacy strategies, such as for national campaigns, Federal/Provincial Elections, budgets and other related activities.
- Represents CHRA, and participates on external joint national, regional and/or local partnership and research committees, acting as a key resource for meetings, policy position development and knowledge exchange opportunities.
- Acts as the liaison with CMHC and other federal government departments and agencies to implement knowledge sharing, research and other related activities of benefit to CHRA members.

Qualifications

- Master's or Bachelor's degree in social sciences, preferably with a focus on housing and/or homelessness.
- Minimum 3-5 years experience in managing programs, ideally in a national association setting.
- A policy background in housing and/or homelessness would be considered an asset.
- Excellent communication skills, including writing and verbal skills.
- Highly organized and exceptional attention to detail.
- Ability to work as part of a team.
- Excellent interpersonal skills with a high level of professionalism.
- Ability to accomplish projects with little supervision.
- Experience in planning major events is an asset.
- Bilingualism is a definite asset.

The anticipated start date for this position is December 2020.

Interested candidates should submit their c.v. and cover letter no later than November 10, 2020. Interviews will be arranged shortly thereafter, in either a live or virtual format. Submissions can be sent to Jeff Morrison, Executive Director, at jmorrison@chra-achru.ca.

CHRA is an equal opportunity employer and welcomes applications from all qualified candidates. Our offices are located in downtown Ottawa.