

# LOVELL & Associates Inc.

## Executive Director role

### About the Blue Mountains Attainable Housing Corporation (BMAHC)

Established in 2014, the Blue Mountains Attainable Housing Corporation (“BMAHC”) is a not-for-profit corporation with a mandate to facilitate the supply of healthy, attainable, and sustainable rental and ownership housing units and to create more housing opportunities for those living in the vibrant, diverse community of The Blue Mountains (“TBM”).

BMAHC is governed by a strong multi-disciplinary volunteer Board of Directors, including 2 representatives from TBM City Council. The roles and responsibilities of the Board include setting the strategic vision for BMAHC, strategic and administrative oversight of operations and management, and exercising accountability to the Town and its residents.

BMAHC operates a down payment assistance program and has developed a plan for the development of approximately 80 rental apartment units on the Town-owned Gateway site. It is planning further attainable units, for rent or purchase, to meet the needs of working families, including service and tourism employees, as well as seniors. BMAHC is seeking an Executive Director who has the passion, skills, and experience necessary to meet its 5-year development target, which is to create 250 attainable housing units for residents by 2025.

More information about BMAHC can be found at [www.thebluemountainshousing.ca](http://www.thebluemountainshousing.ca)

### **Position Summary**

Reporting to the Board of Directors, the permanent position Executive Director of BMAHC is responsible for operationalizing the programs and policies of the Corporation and acts as the day-to-day representative of the Corporation to stakeholders. The Executive Director is instrumental in the successful execution of the Corporation’s mandate, financial objectives, strategies, and adopted business model to advance the Corporation’s mission to develop the supply of attainable housing in TBM that meets the needs of local residents and results in a more inclusive community.

### **Essential Job Functions**

#### Relationship with the Board of Directors

- Serve as President of BMAHC with a mandate to represent the Board and advocate for the objectives of the Corporation
- Provide monthly operating, status, and financial reports to the Board and maintain all records of the Board of Directors.
- In consultation with the Board, ensure that consistent and timely progress is made in accomplishing BMAHC’s strategic objectives and organizational goals, including communicating progress updates with internal and external stakeholders.

#### Resource Development

- Responsible for identifying, procuring, and managing capital investment from public and private sources as well as loan and grant funding for soft services.
- With the assistance of other 3rd parties where engaged by the BMAHC Board, manage the development process for the Corporation’s first project and develop and implement

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future processes that will expand the rental and ownership stock of attainable housing units in TBM.

## Partnerships and Advocacy

- Identify new development opportunities to expand the affordable/attainable housing portfolio under direct or indirect control of the BMAHC.
- Develop partnerships with other public and private affordable/attainable housing corporations and developers to leverage public funds with private capital to facilitate the supply of affordable/attainable housing in TBM.
- Advocate for increased opportunities for affordable/attainable housing in lower-tier municipalities in response to federal, provincial, and municipal legislation and participate in housing advocacy associations such as ONPHA, or similar.
- Establish and maintain positive working relationships with Grey County, Town of Blue Mountain's Council and Town Staff, federal and provincial representatives, local community organizations, and residents.
- Promote tenant engagement practices and tenant participation in planning and problem solving.

## Operations & Administration

- Administer BMAHC's existing housing programs and policies, including rigorous quality control and program performance evaluation.
- With the assistance of other 3rd parties where so engaged, manage the Corporation's properties and assets.
- With the assistance of other 3rd parties where so engaged, administer and manage the eligibility requirements of the attainable ownership and rental units owned by BMAHC, including any resulting waitlist.
- Oversee and manage the procurement activities of the Corporation and ensure compliance with all federal, provincial, municipal and BMAHC requirements and policies.
- Manage annual operating and capital budgets and oversee expenditures.
- Stay abreast of relevant legislative and regulatory changes at all levels of government and respond promptly by advising the Board and implementing revised policies, procedures, and practices where required.

## Experience and Qualifications

*This opportunity will appeal to an entrepreneurial individual, with a strong background in housing development, project finance, management, and execution. This position will require a self starter with experience in growing an organization from the ground up.*

## Qualifications

- Knowledge of real estate development and housing procurement, including financing, design, construction, and property management.
- Experience identifying and coordinating opportunities for capital investment (debt and equity) from public or private sources.
- Thorough and extensive knowledge of the operations and administration of a non-profit corporation or public agency, which includes budgeting; financing; marketing; reporting; and policy development and implementation.
- A proven track record of meeting or achieving short-, medium- and long-term operational and fiscal goals, with the demonstrated ability to strategize, operationalize, prioritize,

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lead and manage sustainable change in an established housing or non-profit corporation.

- Demonstrated ability to work effectively and collaboratively with a volunteer Board of Directors and elected officials.
- Demonstrated ability to work effectively and collaboratively with an engaged community and local residents/ratepayers' groups.
- Ability to develop and maintain contacts within the development sector, all levels of government, community groups and individual stakeholders, to elicit information and development opportunities.
- Demonstrated ability to lead and mentor a small, but dedicated staff team that supports a respectful and inclusive environment.

## Experience

- 5+ years of business or related experience, including several years of experience at the Senior/Executive Leadership level in a supervisory capacity.
- Experience working directly with affordable/attainable housing programs, including housing supply and procurement, in a leadership capacity with direct budgetary responsibility would be considered a significant asset.

## Education

- A Bachelor's Degree and preferably a Master's Degree in Real Estate, Business Administration, Economics, Marketing, Public Administration, Public Policy, or the equivalent from a recognized Canadian University (or its equivalent).
- Certified Housing Professional or Chartered Housing Professional designation, or the willingness to obtain such certification.

*Experience and formal training, combined with demonstrated performance and verified ability, may substitute for the educational and professional requirements.*

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