



Centretown Citizens Ottawa Corporation (CCOC) is looking for an Executive Director.

Are you ready to lead an innovative and dynamic private non-profit in its next phase of growth and excellence? Are you passionate about affordable housing and able to bring principled pragmatism to our business operations?

CCOC is looking for an Executive Director to lead our team. The ideal candidate is an experienced leader who is familiar with social and affordable housing operations, has good political acumen, strong community engagement skills and excellent strategic acumen. CCOC is searching for a candidate who can combine good business sense with a community-based mission and passion for housing affordability.

About us: CCOC is a community-based, tenant- and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low- and moderate-income people. CCOC rents good quality homes to nearly 1700 households at over 50 properties. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity and sustainability.

About the job: The Executive Director leads a team of 65 regular full-time staff, including six Department Directors. They oversee an annual operating budget of \$25 million, and capital expenditures between \$3 million and \$5 million, as well as new affordable housing development projects. The Executive Director chairs the Board of Cahdco, an affiliated non-profit development corporation.

Compensation: Starting between \$90,261 and \$106,189, based on experience and qualifications. The maximum compensation for the position is \$122,117.

Application deadline: 1:00 p.m. November 24, 2021.

Interviews: December 1 and 2, 2021

Forward resume and cover letter by email to hire@ccochoosing.org. Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in the job description.

For more information, including a full job description, visit: ccochoosing.org/careers

While we appreciate all applications, only those selected for an interview will be contacted. If you require accommodation during the interview process, please advise us when initially contacted.

CCOC is an inclusive organization and we are dedicated to building a workforce that reflects the diversity of the communities in which we live and serve. We actively seek to recruit candidates who are Indigenous, Black, Persons of Colour, persons from the LGBTQIA2S+ community, persons with disabilities and women.

Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

Executive Director

Reports To: President, Board of Directors

Supervises: Department Directors

Summary

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors; ensures good governance and provides strategic information and advice to the President, Board of Directors and Executive Committee; promotes the Corporation and its mission; and oversees human resources.

Responsibilities (this is not an exhaustive list)

1. The Executive Director is responsible for the successful leadership and management of CCOC, CCHC and Cahdco, by:
 - Ensuring the continued vitality and prosperity of the corporations, consistent with their missions and values;
 - Ensuring adherence to the Letters Patent and By-laws of the Corporation as well as compliance with relevant legislation, codes and agreements with funding agencies;
 - Monitoring departmental activities to ensure compliance with Mission and Values and ensure realization of priorities as established by the Board;
 - Making decisions in the case of disputes or crises which affect the day-to-day operations of the Corporation;
 - Drive change to achieve organizational objectives;

- Serves on the Board of Directors of Cahdco, as assigned by the CCOC Board.
2. Support good governance and board oversight of the Corporation by:
- Advising the Board of Directors and Executive Committee;
 - Meeting with other Committees of the Board as required, both formally and informally;
 - Recommending to the Board policies and actions which assist in furthering the Mission and Values within operations and development activities;
 - Ensuring staff carry out the wishes of the Board and Membership within approved strategic plans and workplans;
 - Advising the Board on appropriate performance indicators and measures;
 - Keeping the President informed as to the status of major strategic decision points in the Corporation's activities;
 - Assessing information on government programs and housing sector activities and making appropriate recommendations to the Board;
 - Assisting Board members to develop an awareness of all aspects of the Corporation's work;
 - Providing the Board with any known information about internal or external developments which may have significant impact on the viability of the Corporation.
3. Promote the Corporation and its Mission by:
- Being familiar with housing programs and related goals of federal, provincial and municipal governments;
 - Being aware of and sensitive to community needs and concerns;
 - Creating and maintaining a network of contacts with housing experts;
 - Participating in public meetings and activities to represent the interests of the Corporation;
 - Encouraging public support for non-profit and affordable housing;
 - Acting, in addition to the President, as spokesperson for the Corporation to the media and to government officials and politicians;
 - Representing the Corporation to other non-profit housing organizations and relevant associations;
 - Representing the Corporation at conferences dealing with relevant housing issues.
4. Oversee the corporation's human resources by:

- Advising Personnel Committee and the Board of appropriate staffing requirements;
 - Interpreting the CCOC Policies of Employment and using discretion to make exemptions if warranted;
 - Monitoring departmental workloads to ensure fair distribution of work and optimum efficiency;
 - Appointing department directors;
 - Executing staff disciplinary measures, including dismissal.
5. Manage the Department Directors, and hires, trains, coaches and supervises staff by:
- ensuring a fair distribution of work;
 - ensuring the preparation of annual work plans;
 - conducting annual performance reviews;
 - ensuring that tasks in job descriptions of reporting staff are carried out and the outputs meets the organization's goals
 - ensuring the effective integration of the Department and staff into larger corporate workflows and the organizational mission ; and
 - reviewing material produced by staff.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

Education and Experience

- Completion of a four-year post-secondary degree
- 9 years of related work experience, including at least six in a management and supervisory capacity
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Intermediate ability to use Microsoft Office Suite
- Advanced verbal communication in English, advanced written communication in English.
- Intermediate verbal communication in French, intermediate written communication in French.

Supervision and Decision-Making

- Decision-making forms the major focus of the role and is the basis for corporate objectives. A high degree of original independent thinking is required to develop very complex ideas applied to organization-wide long term objectives. Extremely complex judgement and interpretation is required.
- Supervises Department Directors and oversees remaining staff
- Responsible for providing direction to the total organization. Advises the Board of Directors on corporate objectives, broad policies and long-range strategies for the organization.
- Works independently, accountable to the Board of Directors. Must show a considerable amount of original independent thinking.
- Very significant reputational and financial impact to the organization if errors are made. Decisions and actions have significant impact on the organization
- Constant use of and access to confidential documents, tenant and employee information where disclosure could result in harm to the organization.

Working Environment

- Interaction with internal colleagues involves handling conflict. The incumbent is required to present material which is contentious. The incumbent requires considerable negotiation and persuasion skills.
- Interaction with external contacts regularly involves dealing with complex, demanding and interpersonal situations.
- Normal office environment; periods of light physical effort are required (for example, intermittent sitting, standing or reading).
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Comfortable physical work environment.
- The incumbent may be exposed to very serious stress