



## Habitat Services, Executive Director

*We would like to acknowledge that the land Habitat Services operates on is situated upon the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit and the Williams Treaty signed with multiple Mississaugas and Chippewa bands. Today, the meeting place of Toronto is still the home to many Indigenous peoples from across Turtle Island, and we are grateful to have the opportunity to work in the community, on this territory.*

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### The Organization

For over three decades, Habitat Services has envisioned a city where people living with the challenges of mental health and poverty have access to deeply affordable housing and recovery-based support. Today, Habitat Services supports almost 1,000 tenants by working with private boarding home operators and non-profit housing providers to improve housing quality and deliver a range of tenant services. For more information about the organization, visit <http://habitatservices.org/>.

### The Opportunity

The organization invites applications and nominations for the position of Executive Director. As it looks to the future with an unwavering commitment to service, community engagement, and growth, the position of Executive Director is well-suited to a hardworking and collaborative leader known for taking initiative.

Reporting to the Board of Directors, the Executive Director oversees a range of operational and administrative functions and brings vision to drive the organization forward. Among the responsibilities under the purview of the Executive Director, some of the more salient responsibilities include:

- Providing strong internal leadership and effectiveness in strategic and organizational planning, as well as advocacy and compelling leadership across the sector.
- Expanding the housing portfolio and ensuring the organization meets the needs of the communities that it serves.
- Managing relationships with boarding home owners/operators.
- Overseeing matters that relate to financial planning and budgeting, risk management, human resources, facilities, and other areas that fall under the realm of operations.
- Managing program development, as well as program implementation.
- Overseeing funding and grant development.



## Qualifications

The Executive Director draws upon their expertise as a skilled community builder to foster relationships with private sector boarding home and non-profit housing providers, tenants with lived experience, staff, and volunteers, thereby promoting dialogue on how best to advance the needs of the Habitat Services community. They also lead external relations for the organization, which includes collaborating with other agencies and advocacy/working groups, liaising with funders and donors, and engaging with all levels of government.

While no one candidate possesses all qualifications in equal measure, the following additional criterion will be leveraged to assess candidates who express interest in the position:

- Leadership experience in the not-for-profit sector, ideally garnered within an organization that specializes in supportive housing.
- Strong relationship management skills and experience working closely with a variety of internal and external partners.
- A deep and abiding commitment to equity, diversity, and inclusion in all its forms.
- Excellent communication skills, thereby communicating Habitat Services' vision clearly and effectively to both the general public and to the communities served by the organization.
- An empathetic leadership style balanced with a strategic mindset and approach.
- A degree/diploma in a relevant field (e.g. social work, public administration, or a related discipline) or the equivalent combination of education, professional certification, professional work experience, and lived experience.

## Equity Statement and How to Apply

Habitat Services fosters a workplace that reflects the diversity of the community that it serves and welcomes applications from all qualified candidates. To ensure an applicant list that has greater representation from Black, Indigenous, and People of Colour communities, thereby reflecting Canada's diverse population, Habitat Services is partnering with BIPOC Executive Search. All interested applicants are encouraged to apply. Interested applicants can send their resume to Taq Bhandal by e-mailing [tbhandal@bipocsearch.com](mailto:tbhandal@bipocsearch.com).

Habitat Services is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise Taq Bhandal at the e-mail address above if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.



In accordance with Habitat Services' COVID-19 immunization policy, all candidates offered a position from October 7th, 2021, onward must be fully vaccinated and provide proof of their vaccination as a condition of employment for the duration of the pandemic. Habitat Services will follow the Human Rights guidance in supporting employees who are legally entitled to accommodation.

*This is a full-time, permanent position. The starting salary for the role of Executive Director will be approximately \$97,894, plus a comprehensive benefits package. We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.*