

Recruiting Leaders

POSITION PROFILE Executive Director



**Canadian Housing and
Renewal Association**
A Home for the Housing Sector

For more information, please contact:

Tracy Hussey
Principal

tracy@thevogelgroup.ca

289.238.9407

the **vogel** group

Executive Director
Canadian Housing & Renewal Association

▼ **COMPANY OVERVIEW**

Canadian Housing & Renewal Association (CHRA) is a nonprofit organization dedicated to supporting and strengthening the social and nonprofit housing sector. Their mission is to ensure all Canadians have an affordable, secure, and decent place to call home. As a membership organization, with a physical office in Ottawa, they are the national voice speaking on the full range of issues related to affordable, social and nonprofit housing.

CHRA has over 300 members who collectively house and shelter hundreds of thousands of Canadians and provide housing support to millions more. Members and stakeholders are diverse and include housing providers, municipalities, businesses, individuals, provincial/territorial housing departments, service and support agencies and other national and provincial associations. Established in 1968, CHRA undertakes research, develops policy, makes recommendations and advocates on behalf of its members to compel decision-makers to make the kinds of choices that ensures affordable housing for all who need it.

To support their members in their own activities and decision-making, they provide education and training opportunities through webinars, the CHRA Annual Congress and other activities. CHRA also hosts and supports an Indigenous housing caucus.

All of their work focuses on four pillars: keeping homes affordable, ending homelessness, renewing our communities and supporting a sustainable housing profession. Everyone deserves a home.

For more information on CHRA, please visit www.chra-achru.ca

▼ **THE ROLE**

Leading a dynamic team of professionals, the Executive Director will bring their passion and enthusiasm to end homelessness. This is an exciting opportunity to provide senior leadership and have a significant voice in a people-focused organization.

The Executive Director (ED) has overall responsibility for the operational management of CHRA. Reporting to the Board of Directors (Board), the ED is responsible for ensuring that CHRA fulfills its mission by achieving the goals approved by the Board in the Strategic Plan. The ED secures necessary resources, ensures wise stewardship of those resources, promotes CHRA within the community, meets the needs of stakeholders and upholds the values to the highest ethical standards.

Key Responsibilities

The Executive Director has direct responsibility for implementing the strategic plan, budgeting and financial management, human resources, stakeholder relationship management, fundraising, operational planning and oversight to ensure that the organizational goals are achieved within budget.

The principal strategies include:

Executive Leadership

- Work with the Board of Directors to develop and implement the Strategic Plan.
- Mentor and provide developmental leadership to the CHRA team.
- Identify opportunities to enhance the mission of CHRA and make appropriate recommendations to the Board of Directors in areas of policy and governance.
- Develop and implement approved short and long term strategic and operating policies, plans and procedures consistent with the vision, goals and objectives established by the Board of Directors. Ensure that all organizational functions are in compliance with applicable legislation.
- Develop, review, and revise policies and procedures for Board approval, acting in collaboration with direct reports when appropriate, and implement an ongoing policy review process at the Board and operations levels.
- Monitor regular ongoing activities of the organization through review of team reports, team meetings, operational plan objectives and committee structures.
- Ensure the Board is kept informed by providing transparent, accurate, and effective reporting on operations, including reports from operational managers and an Executive Director's report that monitors progress toward strategic and operational objectives
- Identify relevant trends, anticipated media coverage (positive or adverse), and significant and /or material external and internal changes, particularly changes in assumptions upon which any Board policy has been or is being established.

Membership and Stakeholder Management

- Build and sustain CHRA's membership.
- Promote CHRA's value proposition across the country.
- Manage stakeholder relations with Canadian community housing organizations, Indigenous organizations and CHRA counterparts in the US.
- Forge strategic partnership with community groups, community boards, and businesses to promote the mission of CHRA and to secure resources to fulfill the mission.

- Provide support for the Indigenous Housing Caucus with a focus on the “For Indigenous, by Indigenous” philosophy. Promote awareness of the Statement of Reconciliation and Cultural Principals and Calls to Action. Follow the United Nations Declaration on the Rights of Indigenous Peoples framework.

Human Resources and Administration

- Implement and manage policies, procedures including recruitment, orientation, retention, performance management and compensation.
- In collaboration with direct reports, propose the annual budget and operational plan for Board approval.
- Manage all HR and administrative documentation.
- Create a working environment where team members can thrive and grow.

Government Relations and Advocacy

- Advocate for federal policy, funding and programs that impact housing affordability.
- Strengthen relationships with Ministers, Ministerial staff, members of Parliament and the Senate.
- Maintain relationships with the leadership of key government departments and agencies.

Operational Management

- Oversee the Annual CHRA Congress.
- Oversee the Housing Professionals Mentorship Program.
- Oversee the Chartered Institute of Housing professional development program.
- Keep all communications including newsletters, social media etc. up to date.
- Act as the primary spokesperson for the organization at fundraisers, media events/photo opportunities, community events and service group meetings.
- Implement policies by developing processes individually or in collaboration with operational staff.
- Empower operational staff to act independently in their day-to-day functions.
- Provide guidance and support to operational staff as needed.

▼ THE CANDIDATE

The ED is an exceptional leader with a strategic mindset who is able to establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the organization. The successful candidate is a community leader and collaborative team-player with the following core competencies:

Requirements

- The ED must hold a post-secondary degree in management, social sciences or a housing related discipline.
- Proven leadership ability and management skills with ten or more years of relevant professional experience in a senior leadership role.
- The ED must have senior leadership experience managing an organization with multiple stakeholders and professionals.
- Extensive knowledge of the community housing sector.
- Experience advocating to the federal government.
- Bilingual fluency with excellent written and oral communication skills.
- Experience reporting to a volunteer Board of Directors.
- The successful candidate must submit a Police Information Check acceptable to the Board.

Personal Characteristics

The successful candidate will be an individual who is pragmatic and will act openly and as a trusted advisor to the Board. Further, the candidate will work diligently alongside all members of the team to maintain a collaborative and responsive work environment who will bring energy, business savvy and deeply rooted service orientation to the job.

Specifically, the successful candidate must bring the following attributes:

Inspirational, Results-Oriented Leadership

The successful candidate values Human Resources as a core strategic function that touches on all corners of the organization and believes that an organization's employees are its most valuable asset. They have a results-oriented mindset and passionately embrace their responsibility for leading people. Through their words and actions, this person consistently communicates a compelling vision and can inspire others to perform their best, bridge gaps, unify agendas and lead positive change. They are comfortable with the media and able to be the national voice on social housing.

This person is transparent, accountable, and not afraid of being challenged. They are able to hold others accountable with respect and diplomacy. They ask questions, are energized by innovation and aren't afraid to challenge the status quo.

The successful candidate enjoys robust, critical but respectful discussions and knows how to adjust their message to suit the audience at hand. This person writes clearly and persuasively. They listen carefully to discover the underlying messages, and are direct, diplomatic and truthful. They are able to respond to sensitive matters with tact and discretion while always maintaining a sense of calm, building trust and upholding confidentiality.

This role requires someone who is committed to social justice, follows a Diversity, Equity and Inclusion framework and has a track record of working respectfully with Indigenous individuals and organizations.

Strategic Dexterity

This person operates at a strategic level while not losing sight of downstream operational effects. They are able to understand the interconnected intricacies of a complex organization. They are adept at identifying and leveraging the strengths of others to best correspond to the needs of the organization.

The candidate will exhibit flexibility to adapt to change and multiple priorities; adaptable to different situations by relating well to a wide variety of diverse styles and types of stakeholders; open to differences; effective at managing up, down and/or sideways; ability to build diverse networks; quick to find common ground; one who treats differences fairly and equitably and treats everyone as a preferred customer.

You are an effective strategist full of ideas and possibilities; you add your personal wisdom and experience to come to the best solution; you can both create and bring exciting ideas to market and most importantly, you are comfortable considering alternative futures without having all the data at your fingertips.

Operational Competencies

The candidate will lead the diversification and expansion of CHRA service offerings, thus increasing the value of membership. This will require program and project management skills. They need to be adept at technology and comfortable using a variety of tools to achieve CHRA's mission.

There are a wide variety of operational skills required including detailed financial management acumen, talent management, bilingual communication skills, daily operational skills and the flexibility to adapt to changing priorities.

Board of Directors management skills are required. This includes a deep understanding of volunteer board governance, governance competence and evaluation, strategic planning, policy creation and nonprofit legislation. Ideally the candidate will have reported to a board and served as a nonprofit board member.

We understand and appreciate our clients' ever-increasing desire for candidates to reflect the communities in which they work and live. The Vogel Group is committed to inclusivity and diversity as we search for outstanding leadership talent for our clients.

We encourage candidates of all ethnicities, cultural backgrounds, physical challenges, sexual orientations, and identifications to feel confident in exploring and declaring candidacy for any of our search assignments.

For more information or to apply, please contact:

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If you are an equity seeking person, please consider applying even if you don't have all of the qualifications.

The Vogel Group is an executive search firm with offices in Alberta and Ontario conducting national searches for a wide range of clients. We work with like-minded organizations that value a partnership based on integrity, authenticity and an unwavering commitment to excellence.