



Canadian Housing and Renewal Association

A Home for the Housing Sector

Can you combine your passion for affordable housing with a passion for education, mentorship and professional development?

The Canadian Housing and Renewal Association, and the Chartered Institute of Housing Canada are recruiting a **Senior Manager of Education**.

Senior Manager of Education

Reports to: Executive Director, CHRA

Hours: 35 hours per week (part-time or reduced hours can be negotiated)

Compensation: starting wage \$ 66,418 to \$73,852 depending on qualifications and experience. Maximum wage of \$91,311.

Benefits: Starting at 15 days/year paid vacation, plus 2 annual discretionary flex days
Reduced work week in July & August with Fridays off

12 paid sick days/year

Extended health benefits

Matched RRSP payments at additional 5% of salary

Location: CHRA offers a hybrid work environment, with the possibility of remote work from anywhere in Canada.

Application: Send cover letter and resume to Ray Sullivan, Executive Director (rsullivan@chra-achru.ca) before 5:00 pm ET, Tuesday, October 3. Interviews will be conducted on October 10 and 11.

CHRA's mission is to lead and provoke system-wide action toward the right to housing for all by serving as the national voice of the community housing sector and creating the conditions for community housing providers to achieve their goals.

Our strength comes from our members. As a national membership-based organization, we represent organizations and individuals from every Canadian province and territory. Our members include affordable and social housing providers, Indigenous housing providers, municipalities, provincial and territorial housing departments, housing associations and networks, non-profit organizations, business partners, and individuals.

The Chartered Institute of Housing Canada is the only internationally recognized accreditation body for Canada's social and affordable housing sector. CIH Canada is part of an international network that exists to maximize the contribution that housing professionals make to the well-being of communities.

Reporting to the Executive Director, the Senior Manager of Education is the lead staff responsible operating the Chartered Institute of Housing Canada (CIH-C), and linked CHRA education and training programs. They oversee all aspects of CIH-C and are accountable to the CIH-C Board of Directors.

The Senior Manager of Education works with the Executive Director, CHRA membership and CIH membership to foster the next generation of housing professionals, and to foster connections and a community of practice toward housing leadership in Canada.

Responsibilities:

Strategic Planning

- In consultation with the CIH Canada Board of Directors and CHRA staff, plan and execute a CIH Strategic Plan outlining goals and objectives for CIH Canada.
- Prepare and execute an annual business plan outlining the measures that will be taken to implement the Strategic Plan goals.
- Develop a membership growth strategy designed to increase the membership of CIH Canada.

Program Management

- Lead budgeting, planning and logistics for all CIH-C programs, events and courses.
- Serve as a liaison with members and represent their needs.
- Manage the training offerings and activities in Canada.
- Respond to inquiries about CIH Canada.
- Oversee the business and financial operations of CIH Canada.
- Oversee that accreditation requirements for members are maintained.
- Organize compatible CHRA education, training and professional development programs.

Governance and Accountability

- Prepare and organize meetings of the CIH Canada Board of Directors and Executive Committee.
- Report to the CIH-C Board and Executive on relevant actions and progress towards strategic goals

- Report to the CHRA Board on CHRA and CIH co-managed programs, and opportunities to strengthen member value through CHRA and CIH-C collaboration.

External Relations

- Develop strategic partnerships to promote and expand CIH Canada.
- Work with the CIH (UK) policy team to ensure local, Canadian issues are fed into the overall policy work and that CIH (UK) positions are promoted in Canada, when applicable.
- Liaise with post-secondary institutions to grow educational offerings.
- Oversee promotional and communications opportunities to expand knowledge of CIH Canada.

Qualifications

- Minimum 5 years' experience in managing programs, ideally in a national association setting.
- Post-secondary degree, preferably related to education, or housing and homelessness.
- Excellent English communication skills, including writing and verbal skills.
- Highly organized and offers exceptional attention to detail.
- Excellent customer service ethic and high expectations for quality.
- Ability to work as part of a team.
- Excellent interpersonal skills, strong relationship management, with a high level of professionalism.
- Ability to accomplish projects with little supervision.
- Bilingualism in English and French is a definite asset.

(Internal use)

General Manager, CIH Canada

- **Reports to:** Executive Director
- **Direct Reports:** None
- **Compensation:** level 3 (Senior Manager), \$66,418 - \$91,324 (2023)
- **Experience:** 5 years
- **Education:** Post-secondary

Last updated: September 16, 2023