



Employment Opportunity

Job Title:	Executive Director
Department:	Executive Director's Office
Reports To:	Board of Directors
Contract type:	Full-time, permanent
Hiring salary range:	\$100, 000 - \$136, 000 plus health benefits & RRSP Contribution Plan
Application deadline:	May 9, 2025
How to apply:	Email your resume and cover letter to executiverecruitment@multifaithhousing.ca

About MHI

Multifaith Housing Initiative (MHI) was founded in 2001 when Christian, Jewish, and Muslim communities in Ottawa united to address homelessness and the lack of affordable housing. Over time, more faith groups joined, and MHI became a federally registered charitable organization. Today, with over 70 faith-based members, MHI is dedicated to creating inclusive, affordable housing communities.

In fall 2024, GHC officially amalgamated with MHI, expanding MHI's housing portfolio and increasing its reach to over 1,000 tenants across nine housing communities. This amalgamation strengthened efforts to provide long-term, affordable housing solutions in Ottawa. MHI continues to expand as Ottawa's third-largest affordable housing provider, with new developments under construction such as Odenak, at LeBreton Flats in downtown Ottawa. Learn more at www.multifaithhousing.ca

General Summary

Reporting to the Board of Directors, the Executive Director provides overall leadership in translating MHI's mission into action, and works closely with the Board, Committees and members to develop the organization's capacity within a faith-based framework. The Executive Director leads the overall development, planning and execution of all activities at Multifaith Housing Initiative (MHI). Working with staff, volunteers and appropriate MHI committees, the Executive Director implements plans to enhance public awareness of MHI and to encourage stakeholder engagement and participation in

fundraising efforts and to raise awareness with provincial organizations, municipal leaders and corporate donors.

Responsibilities

- Lead and develop a team culture that aligns with MHI's mission and values.
- Drive strategic planning and execution, ensuring the organization meets its goals.
- Advocate for affordable housing by fostering relationships with politicians, policymakers, community partners and the private sector.
- Oversee human resources, including staff development, recruitment, and performance management.
- Ensure financial sustainability through effective budgeting, fundraising, and risk management.
- Represent MHI as a key spokesperson in the community and with major stakeholders.
- Develop and implement policies that support corporate governance, ethical leadership, and inclusivity.
- Identify and pursue opportunities for housing development and expansion.

Qualifications

Education, Training and Experience:

- University degree in Business/Public Administration, Social Sciences, or a related field, or an equivalent combination of education, training and experience may be considered
- Several years of progressive leadership experience, preferably in non-profit management

Demonstrated Competencies, Knowledge, Skills and Abilities:

- Strong knowledge of social and affordable housing policies and governance.
- Demonstrated ability to work effectively with a volunteer Board of Directors
- Experience in developing and maintaining strategic partnerships with all levels of government and other key stakeholders.
- Excellent interpersonal, communication, and advocacy skills.
- Experience in financial and human resource management, fundraising, and strategic planning.
- Fluency in English is required; proficiency in French is an asset.

Working Conditions

Physical Effort

- Work involves alternating positions of light physical activities (sitting, standing, walking, bending, lifting light weight objects, keyboarding, etc.) with little physical effort. The majority of time is spent in a comfortable position with frequent opportunities to move around. (Most office jobs)

Physical Work Environment

- Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions such as dust, noise, odours and a remote possibility of accident or damage to health.

Sensory Attention

- Work activities involve occasional periods of low intensity concentration requiring little demand on sensory effort, such as collecting routine information, filing basic word processing, inputting straightforward data, monitoring machines, video terminals, attending to phone conversations/requests for information.

Mental Stress

- Work activities are performed in an environment with occasional exposure to one or more mental pressures. Mental stress would not be noticeably disruptive to the work or cause unpleasant reactions, e.g., pressure for deadlines, unpleasant customer contacts, repetitious work, or disruption to personal life where schedules need to be rearranged.