



## **Executive Director** (Ottawa, Ontario)

**Are you a strategic leader passionate about making a meaningful impact in the community?**

**Do you believe in affordable housing and have a proven track record leading operations successfully?**

Nepean Housing Corporation (NHC) is an award-winning private non-profit affordable housing provider in Ottawa which develops and supports communities families are proud to call home. NHC's housing portfolio, with over 580 units, includes Dunbar Court, a recently built net-zero-ready, three-storey apartment building, recognized as one of the area's most eco-friendly buildings.

NHC is seeking an Executive Director with strategic vision and collaborative leadership skills, capable of directing operations to foster robust, healthy, and sustainable communities.

### **Why join us?**

- **Competitive Salary and Benefits:** Your hard work deserves recognition
- **Pension Plan (OMERS):** Plan your future confidently with a defined benefit pension
- **Employee Assistance Program:** Support for your well-being
- **Training and Professional Development:** Grow and advance your skills
- **Work-Life Balance:** Generous leaves programs for rest and recharge
- **Culture:** Employees are valued, heard, and empowered to do meaningful work, with diversity being respected

### **About the Role**

The Executive Director (ED) is responsible for the effective leadership and day-to-day management of NHC. Working closely with the Board of Directors, the ED helps define and advance the strategic direction of the organization, ensures operational excellence, and upholds compliance with established policies, legislation, and regulatory requirements. The ED is directly accountable to the Board for all organizational activities and outcomes.

As the Executive Director, you will be responsible for:

- **Leadership**
- **Corporate Social Responsibility**
- **Human Resources Management**
- **Strategy, Budget, Financial Agreements and Risk Management**
- **Housing Portfolio Sustainability and Growth**
- **Governance and Policies**
- **Business Management and Operational Excellence**



## What We Are Looking For

- **Senior Leadership Experience:** Minimum 7 years of progressive experience in a middle or senior management role within a related organization including strategic plan experience
- **Industry Experience:** Experience within the non-profit sector is key and experience within the social and affordable housing sector is preferred
- **Operational Oversight:** Demonstrated hands-on experience managing operations, including financial systems management, policy management, and human resources
- **People Leadership Experience:** Proven ability to lead and inspire high-performing teams and manage performance
- **Board Experience:** Proven ability to effectively work with a Board of Directors
- **Communication and Interpersonal Skills:** Excellent communication and interpersonal skills to build relationships, to negotiate, and to effectively interact with tenants, staff and board members
- **Political Acumen:** Proven ability to understand, navigate and influence political and organizational dynamics to achieve positive outcomes

## Education

- Post secondary education in Business Administration, Public Administration or related field required

## How to Apply

If you are interested in leading a dynamic team to make a difference in the community then please send by **June 7, 2026** your resume and cover letter detailing how you meet the requirements and qualifications to [careers@tapstrategyandhr.com](mailto:careers@tapstrategyandhr.com). The subject line of your email should quote reference number **NHC-2026-02**.

For a more detailed job posting please visit [CAREERS | TAP Strategy](#)

Nepean Housing Corporation respects employment equity and values diversity and inclusion. If at any stage in the selection process you require accommodation due to a disability, please let us know how we can assist you.

An offer of employment is conditional upon the candidate successfully completing a criminal reference check as well as satisfactory reference checks.

We thank all applicants for applying, however, only those candidates selected for an interview will be contacted.