**ACTION-LOGEMENT . ACTION HOUSING**

A charitable organization dedicated to meeting

the housing needs of the underprivileged members of the various communities of Ottawa

**is seeking to fill the position of**

**EXECUTIVE DIRECTOR**

**Position**

* Continuing, full time
* Compensation will be commensurate with experience and education
* Closing date: March 16, 2012
* Start date: April 16, 2012

**Job Summary**

Acting under the authority of the Board of Directors, the E.D. is responsible for planning, developing, managing, coordinating and evaluating the agency’s activities and resources.

**Required Qualifications**

Education and Experience

* Master’s Degree in Administration, Communications, Social Sciences or in a field relating to the advertised position
* Additional training in management an asset
* A minimum of 5 years’experience working in a managerial position, preferably in a community- based setting
* An equivalent combination of education and experience will be considered

Knowledge and Abilities

* Demonstrated capacity to lead and motivate a team
* Strong interpersonal communication, teambuilding and conflict management skills
* Ability to develop a strategic vision
* Experience developing and maintaining partnership with community organizations and stakeholders
* Experience in preparing and managing budgets and preparing funding proposals
* Fundraising experience
* Demonstrated knowledge of the housing sector, in particular of affordable rental accommodations
* Experience in research project development
* Excellent organizational capabilities
* Superior written and oral proficiency in both French and English
* Understanding of the importance of designing and implementing French services
* Sensitivity to the needs of the vulnerable members of our communities, especially those who have recently arrived in Canada

**Position Description**

Primary responsibilities

1. Operation Management: translating objectives and plans into operational processes; overseeing the delivery of front line services to approximately 2400 households per year, at the head office on Montreal Road and at 5 satellite offices
2. Human Resource Management: providing leadership and direction to a team of about 20 employees and volunteers; carrying out recruitment, staff development, monitoring, supervision and performance appraisals
3. Financial Management: preparing annual budgets, funding proposals and financial reporting
4. Fundraising: coordinating the activities of the annual Benefit Cocktail
5. Board of Directors liaison: working collaboratively with the Board of Directors on policy matters, strategic planning and implementing the agency’s vision; organizing the Annual General Meeting
6. Project Management: developing and implementing research projects
7. Public relations: acting as a spokesperson for the organization; building and maintaining strong partnerships with other agencies and stakeholders

**Application Process**

Interested applicants must submit their resume before 5 p.m. on March 16, 2012. Only candidates selected for further consideration will be contacted.

Our organization is committed to achieving employment equity and values diversity in the workplace.

**Personnel Committee**

**261 Montréal Road #200**

**Ottawa . K1L 8C7**

AL4@action-logement.ca