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| Gloucester Housing Corporation | |
| **Executive Director** | |
| **Position Type:** Full Time | **Date Ad Posted:** May 16, 2012 |
| **Job Region:** ON - Ottawa Area | **Application Deadline: 4 :00p.m. June 1, 2012** |
| **Location(s):** Gloucester area of Ottawa |  |
| **Years Experience:** Three |  |
| Reporting to the Board, the Executive Director is responsible for the management of 288 rental housing units, including all financial, budgetary, administrative, maintenance and rental procedures, the supervision of staff, and liaison with other social housing agencies.   **Responsibilities:**   Implements the policies of GHC   Assists the Board and its committees with policy development, strategic planning and setting priorities;   Monitors, evaluates and informs the Board regarding operating and program requirements;   Determines the best course of action from a number of different housing sector activities and makes recommendations to the Board;   Establishes and maintains all administrative, maintenance and rental procedures   Ensures office systems, controls, procedures and schedules are established and followed;   Ensures the adequate maintenance of physical facilities, furniture, equipment, supplies, insurance, etc.   Ensures all corporate membership, personnel and other records required by law are maintained and reports submitted;   Responsible for the maintenance of the physical property with an annual budget set by the Board;   Responsible for leasing agent duties relating to the management of rental activities including, lease renewals, rent-ups, reports on vacancies, evaluation of existing policies and practices;   Manages the human resources aspects of the Corporation including hiring, supervision, orientation, performance evaluations, encouraging participation in committees, mediation;   Manages the financial administration by preparing operating budgets, and providing monthly reports to the Finance Committee, recommending the write-off of bad debts, liaising with the Auditor, ensuring the accounting function is being handled adequately by the book-keeper, controlling petty cash, investing Capital Reserve Fund;   Establishes and maintains effective communication and liaison with other social housing agencies in terms of providing the representation of the Corporation (i.e. Registry, Social Housing Providers Network, ONPHA).   **Qualifications:**   A university degree in Business, Social Sciences, Public Administration or a related field, and a minimum of 3 years experience in non-profit housing, or an equivalent combination of education and experience.   Experience in a non-profit rental environment including experience in property management, construction, staff supervision, and project management.   Knowledge of non-profit housing programs, the Residential Tenancies Act, Housing Services Act, and other relevant legislation.   Strong financial management knowledge and experience including budget development and monitoring.   Effective communication skills, preferably in both official languages   Salary range: $65,000-$75,000 plus generous benefits including four weeks vacation to start. Please send resume and covering letter by 4 :00 p.m. June 1, 2012 to **gm\_gnphc@on.aibn.com** or fax to 613-748-4736.  Only applicants selected for interviews will be contacted. | |
| **Compensation Type:** Salary | **Contact by:** Email, Fax, Mail, Phone |
| **Amount:** $65,000-$75,000 |  |
| **Contact Information** | |
| Gloucester Housing Corporation | |
| 1087 Cummings Ave | |
| Ottawa, Ontario K1J 1J3 | |
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