Emily Murphy Non-Profit Housing Corporation is seeking a General Manager to oversee a 38-unit, subsidized supportive housing development for young single parents and their children. This is a 5 day per week position with an annual salary range of $53,000 to $57,000 (inclusive of 9% of salary in lieu of benefits). This position will appeal to individuals with strong human resources, financial and budgeting skills and experience in property management and landlord/tenant relations, who are committed to working within a supportive/social services environment. An understanding of supportive housing and social service models is an asset. Located in Blackburn Hamlet, the organization is accountable to a volunteer Board of Directors.

**Responsibilities:**

1. General management of Corporation
   1. Ensures housing and social support delivery

b. Supervises a small staff team

1. Financial management of Corporation budgets
   1. Manages publically-funded housing and social supports budgets and related compliance reporting
   2. Oversees payroll
   3. Liaises with funders, as required
   4. Organizes and oversees the audit process
   5. Undertakes grant/proposal writing
2. Property Maintenance
   1. Oversees daily property maintenance of housing units and grounds
   2. Collects and balances monthly rents
   3. Oversees lease renewals and rent calculations
   4. Coordinates and executes annual unit inspections
   5. Monitors and implements the capital upgrades plan
3. Reporting to/advising the Board of Directors
4. Lobbying for services for young/single parents and community outreach

**Qualifications:**

1. Completed post-secondary education in a related field and/or 3 to 5 years of combined training and experience in a social services management role
2. Strong financial managements skills and experience
3. Experience in property maintenance, landlord/tenant relations
4. Strong administrative and organizational skills and strong computer skills
5. Excellent written and communication skills
6. Experience with staff supervision
7. Experience working with volunteer Boards of Directors
8. Collaborative experience with community partners, referral agencies, and strategic planners
9. Knowledge and understanding of issues facing young/single parents, housing challenges, support of at-risk families and children, and working with the vulnerable sector

**Application process:**

Interested candidates are invited to submit a cover letter and resume in MS-Word format by Thursday, June 7th at 16h00. Candidates that the selection committee is interested in meeting will be contacted for interviews on the evening of Monday, June 11th. Please address applications to Howard Yeung, Director, [hoyeung@deloitte.ca](mailto:hoyeung@deloitte.ca).