

L'Alliance
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l'itinérance



Alliance
to End Homelessness
Ottawa

Job Posting

Executive Director

Description

The Alliance to End Homelessness (Alliance) seeks an Executive Director with strong leadership and interpersonal skills to continue to drive a movement to end homelessness in Ottawa. The ED is expected to direct and manage Alliance operations and our continued growth. A highly organized self-starter, the ideal ED has non-profit management experience specifically in: financial stewardship, management and development with a collaborative perspective, coalition building, solution-focused advocacy and advanced public relations and media experience. The ED reports to the Chair of the Alliance Board of Directors and works closely with members, volunteers, public officials and community stakeholders.

Background information

The Alliance to End Homelessness is a non-partisan, provincially incorporated non-profit organization working in partnership to inspire action, to generate knowledge and to inform a community-wide effort to achieve an end to homelessness in Ottawa.

The Alliance is an important voice on homelessness in Ottawa, engaging public and elected officials, the media, community partners and the wider Ottawa community. The Alliance plays an important role in convening members and community stakeholders to address and advance issues and efforts related to ending homelessness and housing insecurity. In 2014, the Alliance established three primary strategic directions, which continue to guide its work: We Inspire; We Learn; and We Inform. Additional details on these directions, with an overview of anticipated outcomes, can be found on the Alliance website. Since 2004, the Alliance has been known for two signature initiatives: the annual spring production of a Progress Report on Ending Homelessness in Ottawa, and the fall convening of a community forum – facilitating dialogue between research and community practice – to advance our community's efforts to end homelessness.

Responsibilities

Leadership, Operations and Administration

- Assists the Board of Directors in articulating a vision and strategic plan to guide the organization
- In collaboration with the Board, develops an operational plan which incorporates goals and objectives, and sets priorities, that meet the strategic direction of the organization
- Ensures the administrative efficiency and continuity of the organization
- Assesses situations to determine the importance, urgency and relevance to the mission and strategic directions of the organization
- Assists the organization in defining and achieving strategic directions by evaluating results and developing new goals and objectives as appropriate
- Oversees the planning and execution of projects and measures the impact of its activities

- Plans, organizes, and attends meetings of the Board of Directors, its four standing committees (Research, Policy and Political Analysis, Communications, Membership Development), its project-specific working and advisory groups (as needed), and supports these volunteers in carrying out their work
- Convenes and supports local research efforts, in support of Alliance strategic directions, to advance community efforts to end homelessness

Communications, Public Engagement and Advocacy

- Represents the Alliance as a spokesperson and point of contact in instances of media, political, legal and institutional relevance
- Maintains an overall communications strategy and builds and sustains appropriate relationships and external partnerships to achieve the Alliance's goals and objectives
- Identifies and pursues opportunities to heighten awareness in the community and to demonstrate the Alliance's leadership in public education and advocacy
- Oversees the design, production and dissemination of Alliance materials to the public
- Promotes sound relationships with and among members, facilitates internal communication and the flow of information
- Ensures social media, the website and other expressions of communications continue to provide Alliance members and the public with accurate, comprehensive, up-to-date information

Financial Management

- In collaboration with the Treasurer and Board of Directors, ensures the sound financial management and fiscal stewardship of the Alliance, including the preparation of annual budgets and regular financial reports to the Board
- Administers expenditures of the organization according to the approved budget
- Supports completion of the annual financial review or audit, conducted externally
- Maintains and develops the Alliance membership base, ensures the continued engagement of members in the work of the Alliance and continually improves financial support from members of the Alliance
- Continues to source out and apply for relevant grants to sustain and enhance the work of the Alliance
- Ensures that sound bookkeeping and accounting procedures are followed
- Maintains excellent open and transparent working relationships with funders and supporters
- Reports on a regular basis to the Board of Directors in regards to the status of funding applications and on the status of current Alliance projects.

Volunteer and Human Resources Management

- Assures the recruitment, selection, training and management of volunteers and staff
- Assists the Board of Directors in developing, maintaining / updating appropriate human resources and volunteer management policies and procedures
- Supports the volunteer Board of Directors and volunteer members of the standing committees and assists them in delivering their work.

Qualifications

- Demonstrated knowledge and understanding of issues related to homelessness, affordable housing and poverty
- Minimum three years of management experience in the non-profit sector, preferably in the homelessness sector and in a senior role
- Diploma or university degree in the social sciences, or the equivalent in a combination of training and experience
- Experience working with a Board of Directors
- Proven organizational and project management skills
- Experience in working collaboratively and strategically to effect organizational growth and development
- Demonstrated ability to establish and maintain positive working relationships with diverse stakeholders to achieve the goals of the organization.
- Experience in leading volunteer driven activities
- Demonstrated ability to build and maintain sound relationships with volunteers, colleagues, members of the public, the media, donors and existing or potential stakeholders
- Successful track record in financial planning, reporting, grant and proposal writing
- Proven experience in managing multiple funding sources
- Proven experience in community outreach, public engagement and advocacy
- Knowledge of leadership and management principles
- Competently understands and utilizes various social media platforms to enhance awareness, networking and fundraising
- Experience in administering a website and adding content
- Excellent working knowledge of MS Office applications
- Willingness to work flexible hours and attend meetings / events outside of normal business hours
- Excellent communication skills (written, oral, interpersonal)
- English essential (Bilingualism is an asset)

Additional Details

Full-time position (35 hrs / week) with negotiated benefit package

Please send your cover letter and CV by email by: April 14, 2017

To: *Recruitment, Alliance to End Homelessness Ottawa:*

recruitment@endhomelessnessottawa.ca

Please quote: "Your Name Alliance ED Application" in the subject line. All documents should be in PDF with the titles.

- All interviews will take place in Ottawa April 20-21.
- Start Date: May, 2017
- Secondments will be considered.

The Alliance sincerely thanks all who apply; however, only candidates selected for an interview will be contacted.