



# The Registry: The Social Housing Registry of Ottawa

## Centre d'enregistrement pour les logements sociaux d'Ottawa

### **EXECUTIVE DIRECTOR OPPORTUNITY**

#### **IS THIS YOU?**

Do you thrive at:

- fostering strong community and stakeholder relations?
- spearheading change and leading organizations through it?
- strategic thinking and superb execution of operational plans?
- serving a worthwhile cause and making a difference in people's lives?
- being an advocate for underprivileged and disadvantaged people?
- working with a community-based Board of Directors?

If so, keep reading!

#### **THE JOURNEY AND FUTURE OF THE REGISTRY**

The Social Housing Registry Of Ottawa ("The Registry") is a non-profit organization that maintains the central waiting list for people applying for rent-geared-to-income (RGI), below-market-rent (BMR) and supportive housing. With a successful 22 year track record, The Registry is only now needing to hire its second Executive Director ("ED").

The Registry is the only independent non-profit in this sector with its own Board of Directors. We also have an energetic and diverse staff of approximately 12 employees who make things happen at the Registry and who enjoy good compensation and benefits.

With a strategic plan in place, a supportive and knowledgeable Board, a staff group dedicated to our mission, and a new decade ahead, the Registry is well placed to build on its success and reputation and move to the next phase of its evolution. If this sounds like your next career move, let us know!

#### **THE POSITION**

The new Executive Director will lead the Registry into its next phase. Reporting to the President of the Board of Directors, and working closely with the Board and with a dedicated staff team, the ED role provides strategic leadership and tactical direction with overall responsibility for the efficient operations of The Registry. The ED delivers on the mandate of the organization, in compliance with the legislative and policy framework, to ensure that both housing provider members and applicants receive high quality service and that The Registry is well-placed in the external environment.

#### **MAIN RESPONSIBILITIES INCLUDE:**

##### **Board of Directors**

- Ensure that the business directions of the Board are accomplished and provide appropriate support, reporting and advice to the Board, within a legislative and policy framework.

##### **Public Relations and Communications**

- Serve as the primary spokesperson of the organization and develop and maintain key relationships with all relevant stakeholders, including the City of Ottawa, housing providers, member associations and the wider social housing community, including the steering committee of the Ottawa Social Housing Network. This also includes representing The Registry on provincial committees as appropriate or required.
- Liaise with relevant public/private organizations and agencies to facilitate service delivery, and provide information or training about the roles and responsibilities of The Registry.

## **Staff Management and Development**

- Lead, manage, and develop all Registry staff: full-time, part-time and contract. This includes full responsibility for recruitment, ongoing supervision, annual work planning and appraisals, discipline, training & professional development, employee relations, health and safety, compensation, and all other Human Resources matters.

## **Administration and Finance**

- Manage all financial, legal and insurance matters of the organization. This includes the establishment and maintenance of financial systems, documentation, payment of all accounts and remittances, preparation of monthly general ledgers and annual returns, liaising with the auditor and landlord, overseeing the annual audit, and serving as the Privacy Officer of The Registry.
- Manage The Registry's work and compliance with the Operating Agreement between The Registry and the Service Manager.

## **Information and Systems**

- Ensure the integrity of The Registry's data base, including security and access. This includes supervision of the IT contract and of appropriate Registry staff, responding to requests for changes to the system, ensuring that regular updates are completed in a timely manner, and responding to housing providers and to the City of Ottawa's needs for data and information.

## **QUALIFICATIONS**

- Post-secondary education, or equivalent gained through responsible positions held
- 10+ years progressively responsible relevant experience, including 5 years people management, preferably in the not-for-profit and volunteer sector
- Demonstrated ability to work effectively with a volunteer Board of Directors
- A proven track record of successfully meeting objectives with strong abilities to strategize, operationalize, prioritize, lead and manage change
- Proven experience building effective partnerships, advocating, community building, and collaboration with sound judgement
- Excellent interpersonal and effective English communication skills, verbal and written, and ease with public speaking. Ability to speak French, and additional languages, is an asset.
- Strong proactive, objective, and innovative problem-solving skills
- Demonstrated skills in project management, financial management, policy development and corporate management supported by strong computer and software skills.
- Proven track record in effective staff management, team-building, and mentoring skills that support a respectful and inclusive environment.
- Knowledge of the social housing sector and legislation is an asset.

## **INTERESTED?**

If this unique opportunity aligns with your skills and career direction, then we'd love to hear from you! The Registry has engaged Aligned People Strategies Inc. to assist us with this very important recruitment undertaking so we kindly ask that you submit your application in confidence directly to [irene@alignedpeople.com](mailto:irene@alignedpeople.com) by **March 31, 2020**. Please include a cover letter, stating your experience and understanding of the position, along with your résumé, as one PDF file.

*Thank you to all applicants in advance. We will be in contact only with those selected for an interview.*

*The Registry is committed to providing accommodations for applicants with disabilities during all parts of the hiring process, upon request. If contacted, please advise us if you require any accommodation.*