



McLaren Housing
Society of British Columbia
POSITIVE HOUSING FOR POSITIVE PEOPLE

Position Profile

Executive Director

McLaren Housing Society of BC

Vancouver, BC

McLaren Housing Society of BC is seeking a new leader to help us work towards realizing our vision of providing 'A healthy, responsive, and inclusive community for people living with HIV/AIDS'. In light of the multiple challenges that emerged from COVID-19, the Opioid crisis and decreasing access to affordable housing, we believe that our work is more important than ever. Founded in 1987, we can build on many strengths as we look to the future. These include our strong reputation of providing responsive and inclusive housing, a solid financial model, an experienced and knowledgeable board, a passionate and mission-focused staff and our centrally-located housing assets.

McLaren Housing Society is a non-profit society incorporated under the Societies Act of British Columbia, governed by a board of directors. The Society operates on an approximate \$4.5M budget, which supports a staff of about 30.

Read more about McLaren Housing Society's mandate, including the organization's mission, vision and objectives at <https://mclarenhousing.com/about-us/>

The Executive Director Position and Priorities

Reporting to the Board of Directors, the Executive Director is the Chief Executive Officer of the Society, and as such, is responsible for providing strategic and operational leadership to the organization in accordance with the overall direction set by the Board of Directors.

The Executive Director is chief advisor to the Board and its committees, and develops and maintains productive working relationships with local, provincial and national government bodies and community organizations in the HIV, healthcare and housing sectors. Working closely with staff, the Executive Director ensures the Society remains current and innovative in its pursuit to fulfill its mandate.

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Charitable Registration 10768 3328 RR0001

Key priorities for their first 18-24 months include:

- **Establish relationships & learn the history and politics**, with the Board; and
- **Consider and evaluate “Best Practices” and other resource development** and how this is to be accomplished, including working closely with BC Housing and VCH to ensure strong ongoing partnerships. Obtain additional funding and foster relationships to obtain more housing stock.
- **Develop a management team that spreads leadership roles and develops additional leaders within the organization**, to best support McLaren Housing Society’s growth within a sustainable staff structure, roles and responsibilities.
- **Consider and evaluate opportunities to increase housing stock** that is in line with our mission, and to create and renew partnership opportunities in health, housing and community, including the possibility for management of mixed residence properties as a social enterprise and work to decrease our active potential client waiting list, (currently at 300+ entries)
- **Create an effective internal operational framework and align programmatic approaches** across all of our sites.

Key Responsibilities:

Strategic Planning and Board Relations

- Works with the Board in updating the strategic plan, and further translates that plan into measurable operational goals and priorities that best serve the ends of the organization
- Keeps the Board of Directors informed of progress toward achieving operational goals in accordance with the established reporting calendar, and of any internal issues that could have significant impact on the organization’s liability, reputation, and financial performance

Financial Planning and Management

- Manages revenues and costs to strengthen the financial health of the organization
- Manages the acquisition of funds from BC Housing by receiving, reviewing and commenting on annual property budgets to funders and pursuing other avenues for securing government grants and funding
- Drive fund development, including grants and special events, and develop and maintain strong relationships with donors.

Operations

- Designs, implements, and evaluates policies, programs and standard practices that ensure the efficient, effective, and ethical operation of the organization, including financial management, property management, human resource management, risk management, and stakeholder relations

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- Ensures the operation of the organization meets the expectations of its tenants, Board and funders, and is in compliance with all documented executive limitations
- Identifies and evaluates the risks to the organization's people, property, finances, goodwill, and image—and implements measures to control such risk

Property Planning and Management

- Oversees the provision of a range of housing options that are safe and secure, affordable, clean, aesthetically pleasing and supportive of a respectful environment and diverse community
- Maximizes resident occupancy and ensures the qualifications and suitability of residents in support of a respectful and diverse environment

Real Estate Development

- Champions the society's strategic efforts to increase its stock of non-market units in line with the strategic direction set by the Board
- Directs teams of development consultants, project managers, relocation specialists in the development or redevelopment of any of the organization's affordable rental housing project(s)

People & Culture

- Builds and supports a high performing team of employees and contractors through effective leadership and management of people
- Determines staffing and resource requirements to sustain efficient and effective operations and develops and implements human resource policies, procedures and practices to create a positive, healthy and safe work environment
- Fosters a culture of belonging and inclusion

Stakeholder and Community Relations

- Establishes and maintains contact with key stakeholders including provincial and municipal governments, other not-for-profit agencies, and tenants to further the organization's work

Experience and Qualifications

The successful candidate will be a seasoned leader with an ability to unify and motivate board, staff and stakeholders. They will bring a proven track record of working with diverse community, health and housing leaders to further the mission and mandate and is seen as a trustworthy, credible, influential, and reliable professional. Passionate about MHS's mission they will be energized to represent the MHS community with confidence and tact.

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MHS encourages applications from a variety of candidates but will prioritize candidates who have:

Substantial leadership and broad operational experience in an organization of comparable complexity or size, managing a team of direct reports and leading change;

- A solid track record of reporting to a Board of Directors;
- A proven ability to establish productive working relationships with government, community and other stakeholder relations;
- An understanding of developing and executing financials and business plans;
- Project management experience, an ability to oversee multiple projects concurrently;
- The ability to leverage a range of technologies to support organizational efforts; and,
- Familiarity with government funding and entrepreneurship within non-profit settings.

Experience with property management, affordable housing, BC Housing, or development is an asset, though executive leaders with applicable skills from adjacent sectors will be considered.

Compensation

Salary: Annual salary is \$125K.

Benefits include:

- Medical and dental coverage
- Life and disability insurance
- Employer contribution toward pension plan
- Four weeks of vacation and 15 sick/personal days in first year

Application Process

To apply, interested candidates should e-mail their resume and cover letter in one pdf document to:

recruitment@mclarenhousing.org

Only e-mail applications with a cover letter and resume will be accepted. Applications will be acknowledged and reviewed as they are received. **The priority deadline for applying is Sept 17, 2022**, and early submission is encouraged. Applications received after the deadline will be reviewed on a case by case basis. Interviews are expected to begin in September.

The search process may include conventional longlist, shortlist, and committee interview stages. We will request for finalists to offer comprehensive references, and complete a thorough background check including a civil, criminal, educational and credit background check in accordance with the Societies Act requirements for Senior Managers.

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MHS is an equal opportunity employer and values diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

McLaren Housing Society is privileged to work on the unceded ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Skxwú7mesh (Squamish) and səliłwətaʔ (Tseil-Waututh) people and honoured that our work extends to surrounding lands of diverse First Nations, Inuit and Métis peoples.

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