



BCNPHA

BC Non-Profit Housing Association

TEL 604.291.2600
FAX 604.291.2636
TOLL-FREE (BC) 1.800.494.8859

220-1651 Commercial Dr.
Vancouver, BC V5L 3Y3
www.bcnpha.ca

Position: Policy Director
Organization: BC Non-Profit Housing Association
Location: Vancouver, British Columbia
Hours: Full Time: 37.5 hours/week
Deadline: November 27, 2017

BACKGROUND

Affordable housing is the number one issue facing British Columbians and we are searching for someone ready to assist BC Non-Profit Housing Association in ensuring a safe, secure and affordable home for everyone. By helping us drive affordable housing research and sector capacity building in the province, you can play a key role in ensuring our goals are met.

BCNPHA is the umbrella association for non-profit housing providers in BC, providing services, education, events and advocacy to over 700 non-profit housing societies who provide more than 60,000 units of affordable housing at more than 2000 sites in the province.

POSITION SUMMARY

The Policy Director is a senior position within BCNPHA, and a key member of our senior management team. The Policy Director is responsible for planning and overseeing the Association's research activities and related advocacy initiatives, as well as overseeing the implementation of educational offerings. Working in close collaboration with other Association departments, this position pursues strategic partnerships, research opportunities, consulting and capacity building activities as well as funding opportunities.

The Policy Director will lead BCNPHA's major regional and provincial initiatives to address housing affordability and homelessness, working collaboratively with a broad range of partners and stakeholders. The Director will support the development and maintenance of strong relationships with all levels of government and oversee the Association's education program.

The Policy Director:

- Embraces our vision of safe, secure, affordable housing for all
- Leads a highly motivated and passionate policy team
- Works closely with CEO, Managing Director and policy team to develop research and policy priorities, aligned with our strategic plan

- Works together with a team to identify and shape research initiatives
- Develops and maintains strategic partnerships with collaborators
- Directs the work of the research department and oversees education initiatives
- Directs and conducts research relevant to the Association and the sector
- Works with the BCNPHA communications team on media responses and knowledge dissemination
- Works with the Senior Development Officer to pursue research funding opportunities
- Maintains a broad understanding of affordable housing policy and recent initiatives at the Federal, Provincial and Municipal levels
- Develops and maintains relationships with key housing stakeholders in BC
- Manages projects and budgets
- Leads systems-change in our approaches to ending homelessness in BC
- Represents the Association on national and provincial advisory bodies

QUALIFICATIONS

Education and Experience

- Master's degree or equivalent professional experience
- Minimum 5 years of research and policy experience
- Strong track-record of designing and implementing research projects involving multiple partners
- Experience with quantitative and qualitative research methods
- An understanding of the housing system and the community housing sector an asset
- An understanding of collective impact approaches an asset

Skills and Abilities

- Excellent networking and interpersonal skills that facilitate strong relationships
- Excellent verbal and written communication skills are a must
- Shows a genuine and strong commitment to the affordable housing sector
- Able to manage a fast paced team that anticipates and embraces change
- Understands the power of knowledge translation for diverse audiences, and is able to work with a diverse team to execute it
- Understands the political context in BC and is able to translate research findings into non-partisan policy recommendations

Compensation & Working Conditions

- Family friendly work hours
- A diverse team in a sociable, professionally rewarding work environment
- Some travel required; some evening and weekend work required
- A comprehensive extended health benefits package for you and your dependants
- Salary: \$90,000 commensurate with experience
- Directly reports to the Managing Director
- Works very closely with the CEO of BCNPHA and the Director of Operations and Communications

- BCNPHA is an equal opportunity employer that considers organizational diversity in all of our hiring

APPLICATION PROCEDURE

Please apply with a resume and cover letter to Jill Atkey at jill@bcnpha.ca with the subject line "Policy Director – LASTNAME". Application deadline is November 27, 2017. While we thank all candidates for their interest, only those selected for an interview will be contacted.