CHIEF EXECUTIVE OFFICER

Overview:

Reporting to AHMA’s Board of Directors, the Chief Executive Officer (CEO) contributes to the organization’s overall success by leading AHMA’s overall strategic direction and operations and is responsible for overseeing all programs and services offered by AHMA. The CEO is also responsible for proper governance and stakeholder relations, ensuring a high level of ethics and integrity. This position is ultimately accountable for the organization’s financial management and human resources management. The CEO leads the Executive Leadership Team (ELT) in ensuring the development and implementation of AHMA’s strategic plan.

Who our team is looking for:

Ensuring this position is a right fit for candidates is important to the success AHMA, our stakeholders, and the communities we serve. We encourage all interested candidates thoroughly review the attached job description to appreciate the responsibilities of the position including expected competencies, knowledge and experience requirements.

Please note that only those candidates who clearly indicate in their application how they meet qualifications and below competencies for this position will be considered.

Demonstrated competency in:

- strategically leading and building a Non-Profit Housing Organization,
- strategically Managing programs in an Aboriginal Housing Organization,
- managing innovative projects,
- managing effective teams,
- self management; and

See attached Job Description for additional experience, education and training requirements.

Critical Success Factor:

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).
CHIEF EXECUTIVE OFFICER

Job Description
Reports to: Board of Directors

Located on the Xwemelch'stn (Capilano) Indian Reserve on Sḵwx̱wú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in the Aboriginal Community-Based Organizations (CBOs) we serve. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone’s best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the CBOs we serve.

Reporting to AHMA’s Board of Directors, the Chief Executive Officer (CEO) contributes to the organization’s overall success by leading AHMA’s strategic direction and operations and is responsible for the global oversight of all programs and services administered by AHMA. The CEO is also responsible for proper governance and stakeholder relations, ensuring a high level of ethics, inclusivity and integrity. This position is ultimately accountable for the organization’s financial management and human resources management. The CEO leads the Executive Leadership Team (ELT) in ensuring the development and implementation of AHMA’s strategic plan.

Key Responsibilities

Leadership, Human Resources, and Strategic Planning
- Responsible for the organization’s overall culture, ensuring that vision, mission, and values are represented in all of AHMA’s daily activities and interactions (internally and externally).
- Ensure workplace culture and environment is conducive to a productive workforce, including ensuring that employees have the skills, resources, training and required authority to meet their objectives and contribute to AHMA’s overall success.
- Oversees the development and maintenance of the organizational structure, policies, procedures, systems, and practices that align with the organization’s strategic plans
- Responsible for the planning, implementation and execution of AHMA’s strategic plan, ensuring that AHMA’s strategic directions are represented in all operational plans and executed on a daily basis.
Aboriginal Housing Management Association

- Lead ongoing development of AHMA, continuously improving programs and services, oversee the planning and development of new services and promote AHMA to potential new clients.
- Continuously identify opportunities for potential partnerships and revenue streams that will assist AHMA and CBOs meet goals and mandates.

Related Core Competencies
Communication, Organizational Knowledge, Values and Ethics, Leadership, and Planning/Organizing

Governance and Stakeholder Relations

- Facilitate a relationship of trust and understanding between the Board of Directors and all staff ensuring open communication with the Board of Directors.
- Together with the Board of Directors, ensure effective governance and compliance with applicable laws and regulations.
- Establish and maintain positive relationships with CBOs, Aboriginal communities, governments, and other organizations and stakeholders to help achieve organizational goals and objectives, including identifying and developing partnership opportunities.
- Promote a positive image of AHMA, serving as primary spokesperson for the organization.
- Nurture and support honest, openness, integrity and authenticity in all interactions and undertakings with stakeholders at every level.

Related Core Competencies
Engagement, Interpersonal Relations, Organizational Knowledge, Relationship/Network Building, Values & Ethics, and Leadership

Programs and Services Management

- Oversee the planning, implementation, and evaluation of AHMAs programs and services.
- Provide oversight and guidance to all employees on delivery of AHMA’s programs and services, ensuring achievement of operating priorities and plans.
- Engage with CBOs on a regular basis to develop and secure positive relations, gathering feedback about AHMA’s operations, programs, and services to ensure their full satisfaction.
- Ensures the highest quality of client satisfaction is achieved on an ongoing basis; complaints, disputes, and conflicts are dealt with in a fair manner, taking different perspectives and backgrounds into consideration. Ensuring that effective and transparent communication strategies are practiced during the engagement and resolution processes, to remain congruent with AHMA’s guiding core principles.
Financial Management

- Responsible for the overall management of AHMA’s finances, including ensuring that revenues and expenditures are properly managed and financial reporting is completed on a regular basis; works closely with the Chief Financial Officer to recommend annual operating and capital budgets to the Board of Directors.
- Responsible for the oversight of the project funding provided by BC Housing for projects as defined in the management agreement between AHMA and BC Housing as well as ensures the maintenance or appropriate administrative systems and processes are in place and adhered to for the management of the funding.

Critical Core Competencies

Management Excellence, Values and Ethics, and Planning/Organizing

Essential Knowledge, Skills, and Abilities

Core Competencies

Demonstrating skill, and ability of the following core competencies is essential for success in this position:

Communication

- Using language as a flexible tool to share and collect information, exchanging ideas and openly exploring a variety of perspectives adjusting style and content to each unique individual, audience and circumstance.

Engagement

- Mobilizing people, organizations and partners in developing goals, executing plans and delivering positive outcomes and results. Laying the groundwork for success by building coalitions with key players and building momentum by communicating clearly and consistently. Using negotiation skills and adaptability to encourage recognition of joint concerns, collaboration and to influence the success of outcomes.

Interpersonal Relations

- Establishing and maintaining harmonious professional relations by demonstrating respect for and sensitivity to others.
- Strong commitment to client servicing, with ability to anticipate, understand, and respond to the needs of clients.
Management Excellence
- Maximizing organizational effectiveness and sustainability with action, people and financial management. Ensuring people have the support and tools they need and that the workforce as a whole has the capacity and diversity to meet current and long-term organizational objectives. Implementing rigorous and comprehensive human and financial resources accountability systems. Ensuring integrity and management of information at all levels.

Organizational Knowledge
- Understanding the role of the organization and sector representation.

Relationship/Network Building
- Building and maintaining effective and constructive working relationships, partnerships or networks of contacts with people who are, or might someday be, instrumental in achieving work-related goals.
- Excellent interpersonal skills and ability to build and maintain strong relationships; empathetic and responsive.

Values and Ethics
- Serving with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values. Building respectful, diverse and inclusive workplaces. Ensuring decisions and transactions are transparent and fair. Holding themselves, their employee and their organizations accountable for their actions.

Leadership
- Creating a working environment that promotes and encourages team members' participation to attain common and individual objectives.
- Skills and ability to coach and provide guidance and support to team members, fostering a positive workplace culture and a respectful team environment. Ability to influence others to achieve results that are innovative and in the best interest of the organization.
- Ability to make decisions in a timely manner, assessing the situation and understanding the risks.

Planning/Organizing
- Supporting the organization in meeting its business deliverables through its employees.
- Identifying, planning and development of sector engagement opportunities.
Experience & Knowledge

- Knowledge of leadership and management principles as they relate to non-profit and/or housing organizations.
- Demonstrated knowledge of Aboriginal people and Aboriginal culture; strong desire to build capacity within the Aboriginal community and act as an advocate.
- Strong knowledge of all applicable federal and provincial legislations and regulations.
- Strong understanding of financial management, human resources, and strategic planning.
- Strong knowledge of the housing sector in BC; knowledge of current community trends and opportunities that relate to the organization.
- Excellent knowledge of board and corporate governance and stakeholder relations.

Required Training, Education, and Experience

- Minimum 5 years working in a leadership position within the Social Housing Sector
- Minimum 5 years working directly with a Board of Directors.
- Minimum 8 years progressive management and leadership experience in economic development, social development, community development, or other relevant field.
- Proficient in Microsoft Office
- Ability to travel extensively within British Columbia
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment (i.e. on reserve, Provincial entity, Aboriginal Housing Providers, and/or for a First Nation government entity)

Critical Success Factor

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