



HOMELESSNESS SERVICES ASSOCIATION OF BC EXECUTIVE DIRECTOR

April 4, 2019

We are searching for a dynamic, strategic, inspiring and experienced not-for-profit leader to join HSABC in the role of Executive Director.

About the Homelessness Services Association of BC

The Homelessness Services Association of BC (www.hsa-bc.ca) was formed through a merger of Shelter Net BC and the Greater Vancouver Shelter Strategy in 2017. HSABC continues to build on the legacy of both organizations and is a solution-focused, member-driven organization supporting shelter providers, drop-in centres, homeless outreach teams, and other service providers addressing the needs of persons experiencing homelessness with the goal of ending homelessness.

HSABC envisions an end to homelessness by working collectively to connect those experiencing homelessness with appropriate services, housing and supports. Our mission is to unify, support, and our members through training, coordination, networking, program implementation and research.

Position Summary

We are searching for a dynamic, strategic, inspiring and experienced not-for-profit leader to join HSABC in the role of Executive Director (ED). Reporting and directly accountable to the Board of Directors, the ED is empowered by the Board to ensure that the daily operation and outstanding work of HSABC continues in accordance with Society's By-laws and Constitution and the Board's direction and policies. The ED is not only a strategic leader and thinker with significant professional background and experience, but a person of integrity, innovation, and initiative. The ED understands and has a strong affinity for, the vision, mission, values, and culture of HSABC.

Responsibilities

The ED is responsible for:

- Providing organizational leadership and making day-to-day operational decisions;
- Providing management and supervision to support staff;
- Regularly liaising and collaborating with the Board of Directors;
- Building and maintaining strong relationships with relevant agencies such as BC Housing, Health Authorities, municipalities, BC Non-Profit Housing Association, BC Society of Transition Houses, academic project partners, and other organizations and agencies as necessary; and,
- Managing public relations and serving as the "face" of the organization.

Leadership:

- Ensure the organization works to provide equitable services and representation to the many diverse regions and homelessness service providers across BC;
- Engage and energize HSABC's membership through an annual conference, regional roundtables and other initiatives and effectively communicate milestones and achievements as HSABC implements integrated programs, services, research, and training; and,
- Develop new programs and services that provide tools and resources to members to meet the increasingly complex needs of persons experiencing homelessness and persons at risk of homelessness.

Operations and Management:

- Develop and monitor an annual operations plan and budget for approval by the Board;
- Lead, coach, and develop staff;
- Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, funding and communication;
- Ensure effective systems to track progress to regularly evaluate program components and measure successes that can be effectively communicated to the Board of Directors, members, funders and other constituents; and,
- Ensure compliance with all funding partners' reporting requirements.

Board of Directors

- Collaborate with the Board of Directors to deliver programs and services, while ensuring that the budget, staff, and program functions are aligned with the organization's mission;
- Cultivate and support a strong and transparent working relationship with the Board of Directors. Ensure open communication through written and oral reports on financial, programmatic, and impact performance against stated milestones and goals; and,
- Develop and maintain working relationship with Board members to enhance and to increase networking and fundraising opportunities.

Advocacy and Public Relations

- Clearly and enthusiastically articulate the organization's mission and vision;
- Speak on behalf of the organization's members and serve as a voice for the homelessness sector in BC, communicating the need for services and programs for persons experiencing homelessness and persons at risk of homelessness;
- Build and nurture relationships with relevant agencies such as BC Housing, Health Authorities, municipalities, BC Non-Profit Housing Association, BC Society of Transition Houses, academic project partners, and other organizations and agencies in order to collaborate and address the needs of persons experiencing homelessness and persons at risk of homelessness; and,
- Explore potential partnerships with agencies to address issues of mutual interest, such as funding and training delivery to the homelessness services sector, moving people from shelters to permanent housing, and addressing mental health issues, substance use, and chronic health conditions.

Required Qualifications and Competencies

The ED will be thoroughly committed to the organization's mission. All candidates should have proven leadership, coaching, and relationship management experience. Prior and/or current experience and other qualifications include:

- Master's degree in a relevant discipline, combined with 3-5 years of executive or progressive management experience (an equivalent combination of education and experience will also be considered);
- Demonstrated experience in fiscal management and policy development, a proven track record of meeting operational and fiscal goals, and the ability to operationalize, strategize, and prioritize;
- Experience creating and working within a culturally inclusive environment;
- Excellent staff engagement, team-building, and mentoring skills;
- Outstanding verbal, interpersonal, presentation, and written communication skills;
- Excellent time management skills and ability to balance multiple, often conflicting priorities;
- Demonstrated experience working with a Board of Directors;
- Knowledge of the homelessness services sector, particularly in BC. Knowledge of BC Housing governance and funding structures is considered an asset; and
- Proven experience building effective partnerships and collaboration that advance the organization's mission and vision essential.

Compensation

This is a 35 hour/week position and our offices are based in Burnaby (accessible by transit). Regular office hours are expected, with occasional evening and weekend work. Salary compensation commensurate with experience.

How to Apply

Interested in joining our amazing team?

Please email your application to hsabc@cityspaces.ca by sending as one PDF file with the subject line: "HSABC ED Position."

Attached file name should be: **firstname_lastname.pdf**

Include in your file:

- a cover letter stating your experience, your understanding of the position and what the job entails
- your resume and qualifications based on the job posting

Deadline for submission is **Friday, May 10, 2019**.

We thank all who apply, but only applicants selected for an interview will be contacted.