

Executive Director (Guelph Non-Profit Housing Corporation)

**Posting ID:** 01GNP-25
**Position Type:** Permanent
**Work Hours:** Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours may be required.
**Work Location:** 138 Wyndham, Guelph
**Vacancies:** 1
**Application Deadline:**05/30/2025

**BASIC FUNCTION**

The Executive Director reports directly to the Board of Directors of Guelph Non-Profit Housing Corporation (GNPHC). The position plays a critical role in the strategic activities and growth of the non-profit corporation moving forward and is responsible for directing day to day operations of the GNPHC portfolio, disseminating relevant information to the Board, recommending new strategies to improve infrastructure, and implementing plans for growth and development. Work will directly contribute to GNPHC’s sound financial position and the high degree of performance by staff, with a focus on improving the quality of life of GNPHC’s tenants.

**PRINCIPAL RESPONSIBILITIES**

Under the guidance of the GNPHC Board of Directors, the Executive Director has the following duties and responsibilities:

* Provide strategic advice to the Board in business continuity, emergency procedures and planning.
* Liaise and work with the Board and staff on financial reporting requirements, processes, and data collection to meet accepted standards and services delivered within the allotted budget.
* Oversee administrative operations, including recruitment, oversight of payroll and finance, coordination of benefits, insurance, and policy development.
* Provide leadership and supervision to staff in a manner that develops, motivates, guides, and directs them to be responsible and accountable.
* Develop and monitor operating and capital budgets on an ongoing basis to ensure expenditures remain within allocated budget and report projected variances to the Board in a timely manner.
* Coordinate and complete service delivery reports and tracking to meet County of Wellington (Service Manager) and Provincial requirements.
* Represent the Corporation in legal proceedings, evictions, insurance claims, small claims, media, and political representative inquiries.
* Monitor the work of all direct reports to ensure compliance with all policies, procedures, and relevant legislation, as well as to ensure effective, efficient, and high-quality customer service.
* Collaborate with County of Wellington staff to ensure compliance of operational requirements.
* Develop and maintain positive working relationships with community partners and agencies including participation on appropriate community committees and initiatives that support the service delivery objectives of the position.
* Ensure that appropriate procedures and actions are taken in relation to health and safety, staff and building security and general facility management.

**MINIMUM QUALIFICATIONS**

* Four-year University Degree in Property Management, Business Administration, Human Services, or related field.
* Minimum five years of experience or equivalent in the delivery of social and affordable housing.
* Previous experience in a supervisory or management role, preferably in Human Services, is required.
* Experience in property management, construction, building science, and related building maintenance fields would be an asset.
* Property Management Professional designation preferred.
* Knowledge of the Housing Services Act, Residential Tenancies Act, regulations, policies and directives, practices and standards, Ontario Building Code, Ontario Fire Code, local Municipal By-Laws, Construction Lien Act, applicable related social housing legislation and agreements.
* A valid driver’s licence (minimum G2 Class) and access to a reliable vehicle; flexibility of location may be required.

**COMPENSATION AND BENEFITS**

This position offers a comprehensive benefit package and a salary range of $105,905 to $123,887, based on a 35-hour work week.

RECRUITMENT

Applicants are invited to submit a resume and cover letter to Paul Skinner, Housing Programme Manager, clearly marked Posting #01GNP-25 by May 30, 2025, at 4:00 pm.

Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.