

Executive Director

Habitat for Humanity Vancouver Island North

Job Title	Executive Director
Reports to	Habitat for Humanity Vancouver Island North Board of Directors

Job Purpose

The Executive Director works to achieve the Habitat for Humanity Vancouver Island North (HFHVIN) mission to bring communities together to help families build strength, stability, and self-reliance through affordable homeownership. This role contributes to the Affiliate’s long-term vision and provides overall leadership to advance the organization’s strategic and operational direction, workplace culture, and stakeholder relationships. The Executive Director is responsible for the day-to-day operations of HFHVIN, managing employees, volunteers, residential home construction, placement of families in new homes, administration of a residential mortgage portfolio, and ReStore operations. As a high-profile community leader, the Executive Director advocates to stakeholders, governments, donors, and the media to advance the organization’s vision, mission, and strategic priorities. The Executive Director is responsible for developing external partnerships and fundraising opportunities, pursuing external funding, gifts in kind, and land acquisition opportunities, overseeing building projects, and implementing strategic initiatives as directed by the Board.

Duties and Responsibilities

HFHVIN’s business is challenging, encompassing many operational aspects of a charity, a profit-based retail sales outlet, a family services support provider, residential mortgage administration, and a construction company. This is a key position within the organization, requiring a wide range of skills and abilities to fulfill advocacy, fundraising, strategic, and operational goals.

The Executive Director responsibilities include, but are not limited to the following:

Strategic Leadership and Board Support

- Offers leadership of the long-term vision and collaborates with the Board to refine and implement the strategic plan while ensuring that the operating plan, budget, policies, staff, and priorities are aligned with the organization’s core mission.
- Manages ongoing strategic planning initiatives and establishes effective decision-making processes that will enable the organization to achieve its long- and short-term objectives.
- Monitors the success and outcomes of the strategic plan, provides committee support, as appropriate, and updates to the Board, as required.
- Leads organization growth with attention to internal infrastructure and targeted geographical growth.
- Develops effective communication avenues and prepares recommendations and reports to enable the Board of Directors to make sound strategic decisions and fulfill fiduciary duties.
- Ensures the Board of Directors is kept briefed on major issues, risks, and trends that could impact the organization’s strategic direction and operational sustainability.

Strategic Stakeholder and Community Relations

- Cultivates and maintains close relationships with organizations and influential individuals in the communities we serve.
- Develops and maintains excellent working relationships with key external stakeholders, including elected officials and staff at all levels of government, foundations, donors, non-profit organizations, developers, corporations, and other relevant potential partners, as well as the community-at-large.
- Advocates on behalf of those in need of safe and affordable housing, including but not limited to liaising with and/or participating on community and regional housing boards and initiatives.
- Stays abreast of community developments to help to identify and proactively find opportunities to respond as well as mitigate any potential public relations challenges.
- Works closely with Habitat for Humanity Canada and the BC affiliates caucus.

Operational Leadership

- Oversees the successful daily operations of all aspects of HFH VIN, ensuring annual targets and goals are met, anticipating growth requirements, and fulfilling requirements for Habitat for Humanity Canada.
- Oversees all aspects and takes a proactive, future-oriented approach to residential construction management projects for HFH VIN.
- Oversees and works closely with the Director of Family Services, develops and maintains strong relationships with families, and takes a diplomatic and solution-oriented approach in supporting partner and homeowner family matters and managing negotiations.
- Motivates staff and volunteers and continually develops and maintains a cohesive organizational culture that attracts and retains a highly effective team.
- Provides leadership, direction, and coordination and delegates appropriate levels of authority to staff.
- Leads the management team, supports their growth, and strengthens their business acumen.
- Sets out clear objectives and goals, trains and coaches the management team, provides regular performance feedback, and documents performance appraisals annually or more frequently.
- Ensures that all employment laws and standards are adhered to at all times and seeks legal advice when necessary.

Financial Integrity and Revenue Development

- Acts as the key oversight and financial control of the organization.
- Prepares the annual budget for approval from the Board of Directors.
- Draws on multi-faceted and adaptable communication and interpersonal skills to seek and develop funding opportunities to support our mission, including working with all levels of government, foundations, developers, corporations, and non-profit organizations.
- Oversees and works with the Director of Communications and Fundraising and the Director of Retail Operations to strengthen and build donations, sponsorships, capital campaigns, and gifts-in-kind for the ReStores and construction projects.
- Collects and compiles statistics for required monthly and annual reports, ensuring compliance with grant and/or funding requirements.

Qualifications

Education, Knowledge, and Experience

- A Bachelor's degree or designation in a relevant discipline (e.g., business, community development, accounting).
- At least 7 to 10 years of management and leadership experience, preferably in a non-profit.
- Knowledge of affordable housing principles, residential construction, planning processes, financing strategies, real estate transactions, project management, local development constraints, and retail store management.
- Professional experience in business, budget management, and fundraising campaigns.
- Experience implementing strategic initiatives with clear, prescribed outcomes.
- Experience working with partner families on social and financial development in a highly confidential environment.
- Experience working with a Board of Directors.

Skills and Competencies

- Strong change management skills and ability to help grow an organization.
- Strong people management skills and experience with all aspects of Human Resource management, including the recruitment, orientation, and recognition of employees and a volunteer workforce.
- Strong relationship building skills and experience working collaboratively and effectively with community stakeholders, government agencies, corporate sponsors, and community organizations.
- Strong fundraising skills.
- Strong financial management skills.
- Ability to work collaboratively and effectively with a Board of Directors and committees.
- Excellent verbal and written communication skills.
- Proficient with standard office software and technology (Microsoft Office suite, Google Drive, and web-based data management programs)

Other Requirements

- Must possess a valid Class 5 Driver's Licence and a vehicle insured for work purposes, as travel to other locations within the service region is required.
- Must consent to a Criminal Record Check as required.
- Must be legally entitled to work in Canada.

Working Conditions

This is a full-time, salaried position based in the Comox Valley and Campbell River. Travel to other parts of Vancouver Island and occasional travel for Habitat Canada meetings will be required. Evening and weekend work are occasionally required.

Direct Reports

Currently directly supervises the Director of Retail Operations, the Director of Communications and Fundraising, the Director of Family Services, the Director of Construction, the Financial Controller, and the Executive Assistant / Bookkeeper.