



TOFINO HOUSING
CORPORATION

Be a part of making Tofino a great place to play, work *and* live.

Since restarting in 2018 the Tofino Housing Corporation (THC) has made a good start towards achieving its vision for Tofino: *a safe, secure, and affordable place to live is available to all people who call Tofino home.*

The THC has successfully facilitated the development of close to 90 new homes since 2018. The organization is currently run by a contracted, remote Executive Director on a part-time basis. The THC is looking to transition to a new leader who will work with the Board of Directors to achieve the Strategic Plan target of 150 rental homes and 30 price restricted ownership homes by 2030 and establish the THC as a sustainable and successful organization for decades to come.

This is an exciting opportunity to grow both a career and an organization in beautiful Tofino. The Board is seeking someone with existing strong connections, or desire to develop them, in Tofino and the region. Starting as a part-time position, through the success of your leadership the THC is expected to grow into a small non-profit housing organization serving Tofino and potentially other communities in the region.

The THC is a wholly owned municipal corporation, that is run as a non-profit housing organization. We need a creative, entrepreneurial, strategic and determined leader. Our ideal candidate is someone with a combination of real estate development, business planning, housing operations, fundraising, and partnership development experience and skills. You should be comfortable working with and presenting to elected officials and government agencies as well as speaking at public meetings such as Town Halls about THC initiatives. As the Executive Director you will be willing to take risks and be a housing advocate. You also should be comfortable rolling up your sleeves and getting into the nitty gritty of all of this as THC will have just one employee – you! – until THC grows more.

Is this you, but maybe you are not sure you have the specific relevant housing or development-related experience? That is okay – send us your expression of interest, we are open to range of candidates who have related, equivalent experience and desire to bring your talents to bear to help solving Tofino's housing challenges. As this role is initially being offered on a part-time basis we are expecting someone who may be working part-time pursuing your art, musical or other passions, raising your family or working for other organizations or clients. We want THC to grow with you in Tofino and its future configuration will be dependent on the successful candidate.

While this position is best-suited to someone with access to existing housing in the region, the Board is also open to a candidate who might initially not be based in the region. There may be options to facilitate access to housing later in 2023.

Remuneration for the position will commensurate with the successful candidate's experience and agreed to time commitment.

Convince us of why you are the right candidate. We look forward to hearing from and working with you. Please send your cover letter and resume to the THC Board at recruiting@tofinohousingcorp.ca by **end of day March 22nd, 2023.**



EXECUTIVE DIRECTOR JOB DESCRIPTION

THE ORGANIZATION

The Tofino Housing Corporation (THC) is a Municipal Corporation with a mission to facilitate the development of operation of below market housing Tofino. It is owned by the District of Tofino who provides financial and land resources and appoints the Board of Directors.

The THC has leased three properties to the Catalyst Community Development Society who has secured provincial and federal funding to develop 86 units of rental housing. THC has an Option to Purchase the buildings should it chose to do so in the future. There are also three existing Price Restricted Resident Restricted homes whose resale the THC would facilitate should the owners choose to sell.

The THC has a multi-year agreement with the District of Tofino to carry-out affordable housing initiatives on behalf of the District of Tofino and for which it receives the Municipal Regional District Tax Online Accommodation Provider portion. The THC has three small additional parcels of land and is collaborating with the District of Tofino to identify additional possible District lands for future development. The THC is also actively pursuing partnership opportunities with private interests and other entities in Tofino.

PURPOSE OF THE POSITION

Reporting to the Board of Directors, the Executive Director leads the organization and supports the Board in developing and implementing the strategic direction of the THC. The Executive Director is accountable for all operations and is the principal representative and spokesperson. As the THC grows, the Executive Director will supervise other staff and the leadership team.

DUTIES AND RESPONSIBILITIES

Provides overall leadership and strategic planning, manages budgets and capital projects, and runs the day-to-day operations.

Leadership

- Exercise the highest level of authority for the Corporation.
- Identify and analyze strategic opportunities for the Corporation to improve and grow.
- Communicate the vision and values of the Corporation to the District and stakeholders.
- Ensure an effective framework of governance which provides the direction, policies, standards and guidelines within which the Corporation's work is conducted.
- Promote the development of effective recruiting, training, retention of staff.

Planning and Strategic Duties

- Oversee the Corporation housing development activities by setting goals, developing partnerships, actively researching real estate and land development proposals, maintaining strong relationships with key funders, applying for grants and program funds.



- Work with the Board to establish the strategic directions of the Corporation, developing the annual business plan to achieve the strategic direction, documenting and reporting on success in achieving strategic directions.
- Provide the Board with the resources it needs to achieve its goals.

Communications and Community Relations

- Oversee the Corporation's communications and related strategies and ensure that all print and electronic media are up to date and communicate the Corporations' key messages.
- Assist and support other organizations with related goals or shared clients.
- Maintain strong relationships with partners, funders and the community.
- Develop and maintain a relationship with the Tla-o-qui-aht First Nation and other west-coast First Nations as appropriate.
- Represent the Corporation at major events, speaking engagements and in the media.
- Develop and maintain strong networks throughout the community and non-profit sector.
- Develop proactive strategies to broadcast the Corporation's successes and contributions to Tofino and region.

Fund Raising

- Oversee the Society's fund-raising plans and work with the Board to achieve fund raising goals.
- Lead grant proposals.
- Ensure all opportunities for government program funding are pursued for both operating and capital expenditures.

Financial Management

- Oversee the Society's annual budgeting process.
- Negotiate with funders for required revenues.
- Lead the development of other initiatives to increase revenues.
- Ensure accurate and timely financial reports are prepared to monitor expenditures to budget.
- Support the annual audit.
- Ensure that all financial records are properly maintained and that financial policies are appropriate and implemented.
- Ensure that consultants and staff are paid according to Corporation policy and legislated employment standards.
- Ensure that all required/statutory financial reporting is appropriately completed.

Operational Duties

- Develop, and modify over time, a staff, consulting and contracting plan to ensure appropriate human resources to match the Corporations goals, objectives and available resources.
- As the THC builds its staff team, create a fun, respectful and motivating work environment, developing a culture of improvement, learning and professionalism.



- Recruit staff, consultants and contractors and ensure all responsibilities under employment legislation are met.
- Develop a building operations team as required for future Corporation developments, ensuring best practices in all its operations are implemented in a cost-effective way.
- Foster a climate of excellence in customer/client service and consult with prospective and existing tenants (when/if THC has tenants) as required, maintaining open communications and facilitating services to tenants as required and opportunities arise.
- Develop the Corporation's policies and procedures and ensures they are modern, comprehensive, fiscally responsible, clear and fair.

CORE COMPETENCIES

- Flexibility
- Collaboration
- Effective Communication
- Commitment
- Empathy
- Attention to Detail
- Reliability
- Resiliency

POSITION-SPECIFIC COMPETENCIES

- Executive Presence: ability to influence others, personal credibility, leadership, confidence, an understanding of other perspectives and interests
- Visionary: able to translate vision into action, aligns operational tasks with Organizational objectives
- Leadership: sets direction, assigns responsibility, coaches and encourages, recognizes successes, facilitates learning.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate using clear language and level of detail appropriate to a variety of audiences
- Ability to build strategic alliances through stakeholder analysis and the formation of collaborative relationships
- Ability to recruit, motivate and empower staff through processes such as delegation, reciprocal feedback and information sharing
- Ability to set direction, build support, manage change while exercising sound judgment in managing a complex and diverse work load
- In depth knowledge of the non-profit housing sector in B.C. and associated programs and funding, including political and organizational realities affecting external partners.
- Skilled at developing, establishing, implementing and monitoring strategic and operational goals



EDUCATION AND EXPERIENCE

- Post Secondary degree
- Experience Required:
 - Executive/senior level experience managing senior staff and/or consultant teams
 - Developing, implementing and evaluating business plans
 - Managing a significant program and/or budget.
 - Developing and executing policies, strategies and action plans to fulfill an organization's or business mandate.
 - Working in a partnership, multi-stakeholder or joint venture project
 - Raising funds and borrowing money
- Experience Preferred:
 - Growing a new organization or business
 - Working with a Board of Directors
 - Working successfully with stakeholders at all levels of government
 - Complex land acquisitions