

**Job Posting:** Executive Director  
**Reporting To:** President and Board of Directors   
**Contract type:** Full-time, permanent (on-site)  
**Hiring salary range:**  $100,000-$136,000, plus health benefits & RRSP Contribution Plan  
**Application deadline:**  May 9, 2025  
**How to apply:** Email your resume and cover letter to: **Executiverecruitment@multifaithhousing.ca**

**JOB DESCRIPTION**

**FUNCTIONS AND ORGANIZATION**

* Reporting to the Board of Directors, the Executive Director (ED) provides leadership in translating into action the Multifaith Housing Initiative’s overall vision of developing greater understanding of, and commitment to, the expansion of innovative housing-related solutions within inclusive communities.
* The ED leads the development, planning, and execution of all activities at Multifaith Housing Initiative (MHI). As such, the ED is responsible for delivering on both its strategic goals and on managing the day-to-day operations of the organization. In doing so, the ED exemplifies a capacity to effectively manage MHI’s activities in keeping with MHI vision, mission, values, and policies.
* Working closely with staff, volunteers and MHI committees, the ED encourages stakeholder engagement, participation in fundraising efforts, and the raising of awareness with federal and provincial organizations, municipal leaders and corporate donors.
* MHI began approximately 23 years ago as a federally registered charitable organization established by representatives of Christian, Jewish and Muslim faith communities. Its goal was, and remains, to help address Ottawa’s and Canada’s affordable housing crisis, and to mobilize both faith-based and other communities in this goal.
* In Fall 2024 Gloucester Housing Corporation amalgamated with MHI expanding its reach to 422 homes that house over 1,000 people, with another 133 homes in construction. This amalgamation reinforced MHI’s commitment to cultural and linguistic inclusivity, particularly services for the Francophone community.
* MHI is supported in this effort by its membership of Ottawa faith-based organizations as well as by its religious and civic patrons. Currently, MHI’S membership consists of about 70-75 faith organizations across Ottawa. Twenty-seven religious and twelve civic patrons explicitly support the mission and goals of MHI.

**MAJOR RESPONSIBILITIES**

**LEADERSHIP**

* Develops a team culture within MHI that supports the achievement of strategic and operational objectives.
* Provides strategic leadership over several departments and key programs; develops and manages the overall strategy, roadmap, and budget in alignment to MHI goals, vision, and values.
* Demonstrates human resource leadership by striving for optimal self and staff performance through motivating staff, fostering respect and trust, maintaining effective collegial relationships with staff, showing appreciation and celebrating successes, and fostering continuous learning/staff development.
* Promotes MHI’s mission, values, and strategic objectives, undertakes effective orientation of new staff and ensures achievement of corporate priorities.
* Develops a keen awareness and knowledge of the external political, economic, regulatory, and housing policy environments and how they impact on the operations of MHI (i.e., opportunities and challenges).
* Represents MHI with all relevant stakeholders including the City of Ottawa, member associations, and the social and affordable housing community.
* Nurtures and develops partnerships with private sector organizations for both fundraising and project development.
* Develops and maintains effective relationships with politicians and staff (e.g., City Councilors, Housing Branch, MPPs, and MPs) that further MHI interests.

**CORPORATE SOCIAL RESPONSIBILITY**

* Develops and maintains a corporate culture that nurtures and fosters diversity and inclusivity and promotes integrity and ethical values throughout the organization; fostering a culture of ethical conduct demonstrated in all decision making and relationships and acknowledges the value of a multifaith orientation.
* Fosters community development that builds and strengthens healthy MHI tenant communities.
* Develops and maintains effective partnerships with stakeholder organizations that contribute to the achievement of MHI goals, influence improvements to the housing sector and benefit MHI's tenants.
* Promotes an environment of outstanding client and tenant service throughout MHI operations.

**HUMAN RESOURCE MANAGEMENT**

* Fosters a healthy, safe, and respectful workplace in MHI.
* Conducts regular and effective staff meetings that enhance staff knowledge and capacity, ensuring compliance with Board policies and organizational procedures.
* Promotes good problem-solving skills among staff to deliver effective services.
* Resolves issues on a timely basis through information gathering, analysis and excellent communications skills.
* Ensures adherence to MHI's human resources policies and applicable employment and human rights law; informs the Board/Governance and Human Resources Committee on a timely basis on issues of critical importance.
* Ensures that staff workplans align with corporate strategic goals and workplans.
* Conducts annual staff evaluations and performs regular reviews of work plans/workloads; identifies staff training needs and secures resources to fund training.
* Identifies and recommends required organizational and other personal changes.

**STRATEGY, BUDGET, AND RISK MANAGEMENT**

* Provides strategic information and advice in written/oral reports to the MHI President, Board and Committees and reports regularly to the Board and Committees on status of goal achievement.
* Attends Board and Committee Meetings, assesses information on government policies and programs and housing sector activities and makes appropriate recommendations suited to MHI's housing stock and strategic plan to the Board.
* Develops and presents relevant Committees with recommendations on annual operating and capital budgets, updates, and reports expenditures monthly of annual operating and capital budgets.
* Oversees the regular monitoring, updating, and reporting of tenant accounts, maintenance and repair expenses and contracts.
* Develops with the Board a risk management process to provide clear guidance and monitors its effectiveness.

**GOVERNANCE AND POLICIES**

* Oversees the development and implementation of key corporate policies (e.g., regarding corporate governance, human resources, social responsibility, purchasing/contracting, risk management, financial reporting, short and long-term maintenance planning, etc.); ensures compliance with applicable legal and regulatory requirements and multifaith orientation.
* Works in close collaboration with the Board President and Committee Chairs; ensures that the Board is provided with appropriate information and advice on all aspects of operations and ensures there is an open working relationship between management and members of the Board.
* Provides corporate secretariat support and coordination function for the Board.

**BUSINESS MANAGEMENT**

* Approves commitments within budgets and the limits of delegated approval authority and ensures that staff are aware of and compliant with delegated approval authority and financial controls.
* Serves as MHI’s chief spokesperson to its principal stakeholders, the public and to politicians.
* Establishes and maintains internal controls over financial reporting through appropriate policies, procedures, and software utilization.
* Explores opportunities for new, inclusive, and diverse housing development/ redevelopment and oversees the contracting for appropriate professionals to manage design and construction of these communities.

**KEY RELATIONSHIPS**

* MHI Board of Directors
* Committee and other volunteers, MHI Member Organizations, Religious and Civic Patrons
* Political representatives including City Councilors, Members of Provincial Parliament (MPPs), Members of Parliament (MPs)
* City of Ottawa Housing Branch, The Housing Registry, housing, and supportive housing providers across Ottawa with whom MHI may partner on initiatives.
* Stakeholders in the social and affordable housing community
* Sector organizations, e.g., Ottawa Social Housing Network, (OSHN)
* Provincial and National Member Associations - Ontario Non-Profit Housing Association (ONPHA), Housing Services Corporation (HSC), Canadian Housing and Renewal Association (CHRA), Charter Institute of Housing (CIH)

**QUALIFICATIONS**

**Education / Knowledge / Skills**

* University degree in Business/Public Administration, Social Sciences, or other related fields. An equivalent combination of education, formal training, and experience, combined with demonstrated performance and ability, may be considered for the desired academic requirements.
* Understanding of the current environment relating to the non-profit social housing sector particularly respecting the availability of environmentally sustainability, good quality and affordable social housing in inclusive and diverse Ottawa communities and the role of faith in social justice initiatives.
* Knowledge of social and affordable housing policies and governance at all levels of government and other key stakeholders.
* Knowledge of financial and human resources management, not-for-profit governance principles and best practices, fundraising and strategic planning.
* Demonstrated ability to work effectively in a leadership role reporting to a volunteer Board of Directors.
* Excellent interpersonal, communication and advocacy skills.
* Sound executive judgement in public and human resource relations.
* Effective corporate representation and public speaking skills.
* Demonstrated knowledge of and skills in project management, financial management, property and corporate management and adept in use of software applications to manage, analyze and report on performance.
* Complete communication proficiency orally and in writing in English is essential; ability to communicate orally and in writing in French is an important asset.
* Professional designation is considered an asset.

**Experience**

* Several years of more responsible and relevant experience in a leadership position with financial and supervisory capacity and preferably in non-profit management.
* Planning, executing, and managing not-for-profit operations and community development activities including recruiting and engaging volunteers.

(Experience in non-profit affordable housing considered an asset).

* Demonstrated experience writing proposals and reports to funding bodies.

**Competencies Required**

* **Analytical/Research Skills:** Examining / researching a situation considering all relevant factors, key resources, ability to interpret information, apply skills to develop policy options and implement solutions.
* **Adaptability and flexibility:** Willingness to accept change and work effectively in a variety of situations and in a highly organized fashion. Ability to recognize and act on the implications of change on the organization.
* **Administrative Skills:** Prepare reports for the Board and Committee meetings; scheduling and time management skills.
* **Business Orientation:** Knowing and understanding the vision, mission, values, and goals of the organization and applying that knowledge to meet current and longer-term goals.
* **Tenant Focus:** Commitment to identify, understand and meet or exceed needs and expectations of tenants within diverse and inclusive communities where people of all faiths can live together in mutual respect. Ability to find affordable housing and address tenant needs effectively in a world of rapid change, significant financial pressures and increasing health issues.
* **Communication Skills:** Excellentverbal and written communication abilities; able to present thoughts clearly; can actively listen. Able to proactively solicit ideas and opinions of others in a non-confrontational, impartial manner. Function as an influencer to build consensus. Ability to prepare clear and succinct written reports, including appropriate illustrative graphics.
* **Computer Literacy:** Effective use of various software including word processing, spreadsheet, presentation, electronic mail, and calendar to ensure work efficiency and effectiveness. Ability to keep up with changing technology, including relevant web-based applications.
* **Financial Management:** Ability to provide short- and long-range budget management reports; compare period revenues to expenses and identify potential losses; recommend appropriate actions in keeping with sound accounting principles and practices.
* **Development Planning:** Experience or understanding of the opportunities and challenges associated with the development and/or planning processes (i.e. provincial, municipal) or federal related to affordable housing within a framework of building diverse and inclusive communities where people of faith can live their faith while embracing a diversity of beliefs and orientations.
* **Initiative:** Actively going beyond what is expected or required to give added value. Challenging the status quo to seek improvements. Searches out grant funding or other opportunities that facilitate staff, organizational or tenants' growth and development and optimizes performance.
* **Leadership:** Positively influencing staff, people, and events to achieve short- and long-term goals of MHI in a manner that ensures transparency, team/staff cohesiveness, accountability, and satisfaction of Board direction.
* **Organizational Commitment:** Ability and willingness to align one’s own behaviour with the organization’s goals and needs. Willingness to adjust personal goals to meet the changing needs of the corporation and tenants.
* **Performance Monitoring Skills:** Ability to self-evaluate; monitor staff performance regularly to achieve results and evaluate annual performance.
* **Personal Effectiveness:** Ability to manage resources, make decisions and interact with others in a way that improves contribution and performance of self and others; establish and maintain positive and constructive relationships both internally and externally.
* **Presentation Skills:** Ability to prepare presentations and present to large and small groups. Ability to facilitate.
* **Professionalism:** Strong sense of ethics; adherence to standards of organization; having a work ethic and attitude which displays integrity, honesty, respect for others and pursuit of knowledge. Follows through on personal and organizational commitments.
* **Project Management Skills**: Responds to Request for Proposals, grant applications and manages the work of consultants and/or other service providers.
* **Results Oriented:** Knowing what outcomes are important and focusing on achieving them in a timely and effective manner; Developing and take ownership of a plan of action and develop, implement effective measures, report on results.
* **Strategic Outlook:** Ensuring activities are aligned with the organizational vision, mandate, and strategic goals.

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**Executive Director, Multifaith Housing Initiative of Canada**

Location: Ottawa (on-site)

Posted: April 14, 2025

Expiry: May 9, 2025

Are you a visionary leader passionate about social justice and affordable housing and thrive in dynamic environments where you can drive meaningful change? Multifaith Housing Initiative (MHI) is currently accepting applications for an Executive Director.

**Join a growing organization!**

MHI builds and manages affordable housing that helps fix Ottawa's housing crisis and gets at-risk people into secure, safe homes. MHI is a federally registered charitable organization, providing services in both official languages, founded 23 years ago by representatives of Christian, Jewish, and Muslim faith communities. Our mission is to develop innovative housing solutions within inclusive communities, mobilizing faith-based and other organizations in this effort. Today, we are supported by over 70 faith organizations and numerous religious and civic patrons. This new way of working has created 422 homes for more than 1,000 people, with another 133 homes in construction.

**Lead us to a new era!**

Reporting to the Board of Directors, as the new Executive Director, you will provide overall leadership in translating Multifaith Housing Initiative’s (MHI) mission into action and develop the organization’s capacity within a faith-based and charitable framework. You lead the overall development, strategic planning and execution of all activities while working closely with board, staff, volunteers and committees. You are further tasked with identifying strategic opportunities and leading major capital development projects, overseeing the implementation of public awareness campaigns, and encouraging stakeholder engagement and participation in fundraising efforts. Finally, you actively build relationships and engage with provincial organizations, municipal leaders and corporate donors.

**The ideal candidate will have:**

* University degree in Business/Public Administration, Social Sciences, or a related field (equivalent experience considered).
* Several years of progressive leadership experience, preferably in non-profit management.
* Strong knowledge of social and affordable housing policies and governance.
* Demonstrated ability to work effectively with a volunteer Board of Directors
* Experience in developing and maintaining strategic partnerships with all levels of government and other key stakeholders.
* Excellent interpersonal, communication, and advocacy skills.
* Experience in financial and human resource management, fundraising, and strategic planning.
* Fluency in English is required; proficiency in French is an asset.

Salary range is between $100K-$136K and will commensurate with experience and qualifications.

**How to apply**: Please submit your resume and cover letter by May 9, 2025 to Executiverecruitment@multifaithhousing.ca . We will only contact those candidates that we select for interviews. *MHI is an equal opportunity employer committed to diversity and inclusivity.*