

Employment Opportunity

Tipi Moza (Iron Homes)
#210 -993 Princess Street
Kingston Ontario, K7L 1H3

Position: Executive Director

Tipi Moza (Iron Homes), Urban Indigenous Not for Profit Housing Corporation, is seeking an Executive Director to take a leadership role in the management of Tipi Moza (TM). Our current rental housing portfolio consists of 17 Rent Geared to Income (RGI) and 9 Affordable Units.

TM is proactive seeking housing funding sources and various opportunities that will enable us to expand and create sustainability within the organization. The successful incumbent is expected to take a leadership role with ongoing projects as well as identifying possible new growth areas.

Key Functional Areas of Responsibility:

Planning and Strategic Leadership
Portfolio Property Management
Risk Management
Tenant Relations
Financial Management
Familiarity with Indigenous Culture, Program and Services

Qualifications:

The ED is accountable for planning, organizing, directing and controlling all aspects of the TM housing operations.

Candidates for this position should display the following qualities:

Possess excellent communication, decision making, organizational and time management skills.

Awareness of Indigenous Housing Needs – TM priority is to increase the supply of housing units and advocate for the development of new housing units. Therefore it is a requirement of this position to write proposals and initiate applications to all possible funding sources.

Proficiency with preparation of financial statements, budget to actual reports and auditors reports.

Property Management designation, or an ability to work toward those levels is an asset. (e.g. BOMI, RTA, FMA, CPM, IHM).

Proficient with technology and productivity tools such as Excel, Word, Power Point, Outlook and Quickbooks Online and internet.

Knowledge of social programs such as Canada Pension, Old Age Pension, Ontario Works, Ontario Disabilities Support Program, to evaluate or confirm information relevant to tenant income and rent calculations.

This position can be demanding and requires an ED with a minimum five years working experience, preferably in the not for profit housing sector.

The incumbent must maintain a professional working ethic at all times as a representative of TM.

Experience working within the Urban Indigenous Community is an asset.

Diploma or Degree in the area of: Community Development and/or Business Administration/Management and Finance.

How to Apply:

Send resume to: Hiring Committee
Martha Beach
#210 -993 Princess Street
Kingston, ON K7L 1H3
mbeach@kingston.net

Closing Date: March 19, 2018

Start Date: April 3, 2018

Salary Range: \$45,000 - \$52,000 per year

Preference to be given to Qualified Candidates of Indigenous Decent

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.