

Nova Scotia Non-Profit Housing Association

Job Title:	Executive Director
Location:	Nova Scotia – home-based
Status:	A full-time, two-year-term position with the possibility of an extension
Salary:	\$80,000 - \$90,000 per annum plus benefits

The Opportunity

Building upon the strong foundation of the [Build Together: Strengthening the Community Housing Sector in Nova Scotia](#) project and in keeping with the [model](#) created for the newly formed Nova Scotia Non-Profit Housing Association (NSNPHA), the interim board is seeking an experienced, dynamic and collaborative executive director to oversee its development, operations, and sustainability. Reporting to the board of directors, the executive director, a resident of Nova Scotia, will be responsible for achieving the organization's goals and objectives and will become the face of the NSNPHA in the housing sector, as well as with its members and the public.

What is the NSNPHA all about?

It is a newly formed provincial non-profit housing association—an association of member organizations. The mission of NSNPHA is to support the mobilization, empowerment, growth and sustainability of Nova Scotia's non-profit housing providers and the informal housing groups, networks, and coalitions that support their work. Engaging staff who represent the diversity of the organizations the NSNPHA will serve is of the utmost importance to the Association. The NSNPHA is committed to reducing barriers to employment and career growth that have traditionally affected African Nova Scotians, Indigenous Peoples, other People of Colour, members of the 2SLGBTQIA+ Community, and Persons with Disabilities.

All About You

The NSNPHA is seeking an executive director who possesses the following skills, abilities, and attributes:

- You are passionate about non-profit housing, and you believe in and value housing as a human right.
- You possess a high commitment to and demonstrated experience in fostering diversity, equity, inclusion, accessibility, intersectionality, decolonization, and anti-racism to align with the NSNPHA's value of integrating these practices at individual, organizational, and sectoral levels.
- You bring a creative, thoughtful knack for engaging people across their differences, and advocating for the needs of the community.
- You can maintain positive working relationships with others and foster partnerships, internally and externally, to achieve a shared vision and values.
- You bring a history of relationship building and you can attract, retain, and motivate committed staff and members while fostering a diverse organizational culture.
- You possess highly effective communication skills including writing, public speaking, and media relations.
- You assess problems and situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve issues.

- You enjoy and are able to turn vision into strategy and strategy into action, bringing value to partners.
- You have solid knowledge of governance principles and managerial practices.
- You bring knowledge and experience in evaluative methods and performance measurement.
- You are proficient in Microsoft Office (Word, Excel, Outlook), data collection and management tools, research software, various social media platforms, and a variety of virtual collaboration platforms.
- You are a proficient financial and budget manager, including budget preparation and analysis, decision-making, and reporting.
- You have reliable internet access and the ability to travel throughout Nova Scotia.

Why Choose NSNPHA?

- A full-time, two-year-term position with the possibility of an extension.
- Work from home position - laptop provided.
- Funds to offset office costs and travel expenses.
- Competitive remuneration and benefits package.
- Support and direction from an active and engaged volunteer board of directors.
- An opportunity to work with a full-time program coordinator.
- The opportunity to build a new agency that is critical for the development of non-profit housing in Nova Scotia.

Education and Experience

The NSNPHA recognizes that learning happens in many ways, and we value lived experiences and diverse ways of knowing. As such, combinations of education and experience will be considered.

- University degree, college diploma or equivalent.
- Minimum five years proven experience in related field, such as managing a non-profit organization.
- Familiarity with the housing sector and relationships with non-profit housing organizations an asset.
- Experience with networks, membership organizations, and volunteer board of directors an asset.
- Well established background in strategic, budget, and human resource management.
- Relevant experience in community or public engagement strategies.
- Experience in building and maintaining successful relationships with communities, partner organizations, non-governmental organizations, interest groups, and government.
- Solid and successful fundraising and networking techniques.
- Experience with developing communications plans and strategies.
- Proficient in writing and developing funding proposals and reports.

Contact Us

If you feel this position is for you and you would like a chance to work in a great start-up organization to enhance non-profit housing in Nova Scotia as the NSNPHA's first valued employee, we would love to hear from you. To apply for this position, please forward your cover letter and resume to NSNPHA@outlook.com with the subject heading **NSNPHA Executive Director**. Applications received on or before midnight on July 17, 2023 will be considered.