



The Blue Mountains Attainable Housing Corporation  
Town Hall  
32 Mill Street, P.O. Box 310  
Thornbury, Ontario N0H 2P0

1

## **The Blue Mountains Attainable Housing Corporation is seeking an Executive Director**

Application Deadline: **TBD**

Location of Position: **Town of The Blue Mountains  
Town Hall  
32 Mill Street, P.O. Box 310  
Thornbury, ON, N0H 2P0**

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

To apply in confidence, please submit your cover letter and resume as one PDF file to **[insert email]**.

More information about The Blue Mountains Attainable Housing Corporation can be found here: <http://thebluemountainshousing.ca/>

## 1. About the Blue Mountains Attainable Housing Corporation (BMAHC)

Established in 2014, the Blue Mountains Attainable Housing Corporation (“BMAHC”) is a not-for-profit corporation with a mandate to facilitate the supply of healthy, attainable and sustainable rental and ownership housing units and to create more housing opportunities for those living in the vibrant, diverse community of The Blue Mountains (“TBM”).

BMAHC is governed by a strong multi-disciplinary volunteer Board of Directors, including 2 representatives from TBM City Council. The roles and responsibilities of the Board include setting the strategic vision for BMAHC, strategic and administrative oversight of operations and management, and exercising accountability to the Town and its residents.

To date, in an effort to alleviate the growing attainable housing crisis, BMAHC has created two programs, a down payment assistance program and a grants program for secondary suites. BMAHC is now ready to expand its reach to help develop more attainable housing stock in the municipality and is seeking an Executive Director who has the passion, skills, and experience necessary to maximize performance outcomes and make a positive contribution to the community.

BMAHC’S short- and medium-term goal is the development of rental and ownership housing units that offer attainable rental and ownership rates in perpetuity. This short- and medium-term goal will be achieved through 5-year development targets:

- a) 100 – 200 rental units built and occupied between 2019-2022, which will target working families, including service and tourism employees, as well as Seniors; and
- b) 50 home ownership units built and occupied between 2021-2023, which will target working families, including service employees and the working population.

More information about BMAHC can be found at [thebluemountainshousing.ca](http://thebluemountainshousing.ca).

## 2. Position Summary

Reporting to the Board of Directors, the full-time Executive Director of BMAHC is responsible for operationalizing the programs and policies of the Corporation and acts as the day-to-day representative of the Corporation to stakeholders. The Executive Director is instrumental in the successful execution of the Corporation’s mandate, financial objectives, strategies, and adopted business model to advance the Corporation’s mission to develop the supply of attainable housing in TBM that meets the needs of local residents and results in a more inclusive community.

## 3. Essential Job Functions

### Relationship with the Board of Directors

- Serve as chief staff support and advisor to BMAHC’s Board of Directors, including advising on daily operations.
- Provide monthly operating, status, and financial reports to the Board and maintain all records of the Board of Directors.

- In consultation with the Board, ensure that consistent and timely progress is made in accomplishing BMAHC's strategic objectives and organizational goals, including communicating progress updates with internal and external stakeholders.

#### Resource Development and Advocacy

- Identify new development opportunities to expand BMAHC's projected housing portfolio.
- Develop partnerships with other public and private affordable/attainable housing corporations and developers to leverage public funds with private capital to facilitate the supply of attainable housing in TBM.
- Advocate for increased opportunities for affordable/attainable housing in lower-tier municipalities in response to federal, provincial, and municipal legislation and participate in advocacy or housing organizations, wherever applicable.
- Stay abreast of all legislative and regulatory changes at all levels of government and respond promptly by advising the Board and implementing revised policies, procedures, and practices where required.
- Establish and maintain positive working relationships with Grey County; Town of Blue Mountain's Council and Town Staff; federal and provincial representatives, officials and organizations; local community and neighbourhood organizations, and residents.

#### Operations & Administration

- Administer BMAHC's existing housing programs and policies, including rigorous quality control, program performance evaluation, and identify any gaps in service delivery or effectiveness.
- Manage the Corporation's properties and assets via third-party contractors.
- Administer and manage the eligibility requirements of the attainable ownership and rental units owned by BMAHC, including any resulting waitlist.
- Oversee and manage the procurement activities of the Corporation and ensure compliance with all federal, provincial, and municipal legislative and contract requirements and procurement policies.
- Manage annual operating and capital budgets and oversee expenditures.

#### Tenant Engagement & Community Partnerships

- Promote tenant engagement practices and tenant participation in planning and problem solving.
- Foster the development of a healthy and safe community.

## **4. Experience and Qualifications**

### Education

- A Bachelor's Degree in Real Estate, Business Administration, Economics, Marketing, Public Administration, Public Policy, or the equivalent from a recognized Canadian University (or its equivalent).

- A Master's Degree or MBA in any of the aforementioned areas would be considered a significant asset.
- A Certified Housing Professional or Chartered Housing Professional designation would be considered a significant asset.
- Experience and formal training, combined with demonstrated performance and verified ability, may substitute for the aforementioned educational requirements.

#### Experience

- 10+ years of business or related experience, including several years of experience at the Senior/Executive Leadership level in a supervisory capacity.
- Experience working directly with affordable/attainable housing programs, including housing supply and procurement, in a leadership capacity with direct budgetary responsibility would be considered a significant asset.

#### Qualifications

- Demonstrated ability to work effectively and collaboratively with a volunteer Board of Directors, including elected officials.
- Thorough and extensive knowledge of the principles and practices related to the overall operations and administration of a non-profit corporation or public agency, which includes budgeting; financing; marketing; reporting; and policy development and implementation.
- An understanding of the affordable/attainable and non-profit housing sectors in both lower and upper tier municipalities in Ontario.
- Knowledge of real estate development and housing procurement, including financing, design, construction, and property management.
- Corporate and public sector financial experience.
- Proven experience fostering effective partnerships with the public, private, and non-profit sectors, including community engagement and public consultation skills.
- Ability to develop and maintain contacts within all levels of government, and with a variety of community groups and individual stakeholders, to elicit information and funding to effectively design, implement and maintain existing and potential housing programs.
- A proven track record of meeting or achieving short-, medium- and long-term operational and fiscal goals, with the demonstrated ability to strategize, operationalize, prioritize, lead and manage sustainable change in an established housing or non-profit corporation.
- Excellent interpersonal and communication skills, including demonstrated political acuity.

- Demonstrated ability to lead and mentor a small, but dedicated staff team that supports a respectful and inclusive environment.

## **5. Compensation**

This is a full-time one-year contract position with opportunity for extension. The Executive Director will earn a competitive salary with bonus opportunities commensurate with experience and qualifications.

## **6. Application Instructions**

To apply in confidence, please include a cover letter, stating your experience and understanding of the position, along with your resume, as one PDF file. Please submit applications, as well as any questions, directly to [\[insert email\]](#).

Note: A criminal background check and a credit check will be required of the successful candidate prior to hiring.

BMAHC is an equal opportunity employer. Should you require any accommodations throughout the application or hiring process, please contact [\[insert email\]](#).

We thank you for your interest in the position, but only Applicants who have been selected for an interview will be contacted.