

**Native People of Thunder Bay Development Corporation has an immediate opening
for the following position:**

Housing Manager

(Contract with intention of full-time permanent employment)

Summary:

This position requires a highly organized individual who is self-motivated with excellent time management skills. Reporting to The Board of Directors, the Housing Manager directs operations of the Corporation to ensure effective management, administration, and maintenance of 242 units in the portfolio through subsidized housing programs.

Demonstrated ability to deal effectively and collaboratively with subsidy and community partners, Board of Directors, staff, and the general public. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through presentations.

Direct and supervise the work activities of Administration, Tenant Relations, and the Maintenance departments.

Responsible for the hiring, training, and performance management of staff.

Manage operations in accordance with legislation, policies and procedures, identifying opportunities for continuous improvement and responding to audits and reviews.

Maintain and update as necessary business continuity, fire safety, and on-call plans or strategies to respond to emergency situations.

Uphold and enhance partnerships with other community housing providers, sector organizations and community agencies, developing a shared understanding of best practices and developing and delivering services in a cost-efficient and effective manner.

With the assistance of the Finance Officer, complete the working papers for annual budgets and audits. Review monthly petty cash, staff expense claims, timesheets, and other payroll information in a timely fashion.

Initiate negotiations of new and/or existing non-profit projects and ensure the effective development of management and human resource requirements.

Possess excellent computer skills in Microsoft Office software with a strong focus on financial analysis. Knowledge of Yardi professional property management program an asset.

The above summary is not conclusive and other duties and responsibilities may be assigned.

Qualifications:

The preferred candidate will have a post-secondary education degree in business or public administration, accounting, or a related discipline.

At minimum of (3) three years experience in senior management.

At minimum of (5) five years experience in program administration/management including service delivery, budget planning and administration, strategic planning, program policy and procedure development, staff supervision and human resource management.

Knowledge of the Residential Tenancies Act, and tenant rights and obligations.

Extensive organizational and change management experience, utilizing effective management strategies and action planning to facilitate service delivery improvements.

Possess a strong understanding of federal, provincial, and municipal housing programs and legislation, familiarity with local government, industry standards, and an appreciation of the challenges, costs, and constraints that market and non-market housing developments face, with an understanding of how not-for-profit organizations operate and are financed.

Demonstrated understanding, sensitivity to, and awareness of, issues relating to challenges affecting the urbanization of First Nation Peoples relocating to the City of Thunder Bay.

Ability to speak a First Nation language is considered an asset.

Must be bondable.

Must have a valid class "G" driver's license and access to a vehicle.

Closing Date: Open Until Filled

Send your cover letter and resume complete with three references to the attention of the Personnel Committee:

**By mail or in person at:
Native People of Thunder Bay Development Corporation
230 Van Norman Street
Thunder Bay, ON. P7A 4B8**

**By email at:
dribotto@nptbdc.org**

Note to External Candidates:

As part of the hiring practices we encourage and welcome applications from traditionally marginalized communities. This includes but is not limited to: Indigenous, First Nations and Métis individuals; members of the LGBTQ2+ community; and individuals with disabilities. In an effort to keep our housing settings as safe as possible, all candidates will be expected to provide proof of having received the COVID 19 vaccine.