



## **OPPORTUNITY PROFILE**

### **Executive Director**



## About the Leduc Regional Housing Foundation

Leduc Regional Housing Foundation is a not-for-profit organization and a Management Body established by Ministerial Order under the Housing Act by the Province of Alberta to provide affordable housing options to seniors, individuals, and families within the Leduc region.

The Foundation was established in 1963 to provide seniors' lodge accommodations to citizens of all communities within Leduc County. Since its inception, Leduc Regional Housing Foundation has evolved and now provides a variety of affordable housing options, including:

- Seniors Lodge
- Seniors Apartments
- Near Market/Affordable Housing
- Community Housing
- Rent Assistance Program

### **Mission**

Support our community with diverse housing solutions and services.

### **Vision**

Leaders in providing access to safe and affordable housing solutions in our region.

### **Values**

**Professional Accountability** – We demonstrate compassion, respect, integrity, fiscal responsibility and transparency in all our interactions.

**Access, Community & Belonging** – We acknowledge and honour the fundamental value and dignity of all individuals and are committed to creating an environment that respects and reflects diverse traditions, heritages and experiences.

**Collaboration** – We continuously improve and expand our impact by working with partners.

**Empathy** – We consider and support the individual circumstances of all our partners, resident, tenants, clients and their families.

**Innovation** – We seek new and creative approaches to enhance our housing solutions and services.

**Engagement** – We are committed to serving, learning, growing and accomplishing our goals.

Leduc Regional Housing Foundation (LRHF) is a management body, and its members consist of Leduc County, City of Leduc, City of Beaumont, Town of Devon, Town of Calmar, Village of Thorsby and Village of Warburg. LRHF is governed by a Board of Directors which is made up of 9 members – two appointed by Leduc County and one by each of the other member municipalities, as well as one Member-at-Large appointed by members of the board.



## The Opportunity

The Executive Director (ED) is the sole employee of the Board of Directors and is responsible for the organization's effective operation. The ED is accountable for the Foundation's performance and exercises all authority delegated by the Board and by law. The ED is also responsible for providing Board support and overall leadership and direction to the organization.

The ED is responsible for planning, developing and implementing processes, programs and services that support the achievement of the organization's mission, vision and strategic directives, as set out by the Board. The ED demonstrates financial leadership through the optimal use of financial and human resources. The ED also manages budgets and monitors long-term strategic fiscal plans.

The ED leads the development and maintenance of effective working relationships with member municipalities, the Provincial and Federal Governments, Boards of Directors, clients and other external stakeholders.

The Board's vision for the Foundation includes:

- Continued and improved regional collaborations as well as building partnerships with other organizations;
- Maintaining and improving upon the existing portfolio while investigating opportunities for new facilities, programs and partnerships to improve housing options in the region.

## Key Roles & Responsibilities

### Leadership

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
- Effectively communicate the organization's mission, vision and strategic direction to staff and stakeholders.
- Encourage team building by facilitating open communication and positive working relationships with staff.
- Establish performance targets for the organization and ensure adherence to policies and standards.

### Strategic Planning/Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Maintain official records and documents and ensure compliance with municipal, provincial and federal regulations.



- Ensure that financial, administrative, communications, and human resource management policies are established in accordance with legislation and the provincial government.
- Communicate with member municipalities and key stakeholders to identify the changing needs and conditions of the community that is served by the organization.
- Support all safety management systems and promote safety culture throughout the organization.

### **Customer Focus**

- Promote a customer service orientation within the organization. Review and address client service issues.
- Plan, develop, implement, and evaluate care services and support operations in accordance with evidence-based practices.
- Ensure and maintain customer satisfaction with the products and services offered by the organization.
- Establish sound networks and collaborative partnerships with community groups, patrons, business partners, government agencies, elected officials and other organizations to help fulfill the mission of the organization.

### **Program Management**

- Provide leadership for all aspects of service delivery and management, including program management and goals, service delivery integration, and resource allocations for all managers and departments.
- Publicize the activities of the organization, its programs and goals.
- Identify and evaluate the risks to the organization's people (residents, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Approve expenditures within the authority delegated by the Board.
- Ensure all service standards and procedures are established and maintained within the framework of federal and provincial legislation and in accordance with negotiated agreements.

### **Human Resources Management**

- Establish best practices in human resource management to ensure legal, legislative, and labour relations requirements are met, ensuring that the values of the organization are the cornerstone of people management practices within the organization.
- Promote the development of effective recruiting, training, retention, performance management, and management development programs for all employees.



- Determine human resource requirements (paid staff and volunteers) for organizational management and program delivery.
- Monitor departmental performance against goals to ensure that progress is being made and that corrective action is taken if necessary.

### **Financial Management**

- Define appropriate long-term financial objectives and set annual goals consistent with the business strategy.
- Establish, monitor, and maintain an appropriate management system to provide effective control of operations.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow.
- Work with the staff and the Board in preparing an annual budget; see that the organization operates within budget guidelines.

### **Governance**

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Develop policies and operating plans for Board approval.
- Identify issues and provide full and comprehensive information, analysis and advice to the Board.
- Provide support to the Board in monitoring and evaluating the external service provider.
- Keep the Board fully informed on the condition of the organization and all-important factors influencing it.

### **Stakeholder Relations**

- Build trustworthy and respectful relationships with member municipalities, their administration and elected officials; the Board, staff, residents, funders, community stakeholders and other organizations to help achieve the goals of the organization.
- Develop stature in the community; build and maintain effective and supportive relationships with internal and external stakeholders, ensuring LRHF is a progressive and constructive voice in the seniors housing sector.
- Maintain effective alliances with community stakeholders and sector peers from the perspective of effective public relations and keeping abreast of competitive factors as well as emerging trends that may influence client services and the business plan.



## Advocacy

- Represent LRHF at meetings with stakeholders and funders, promoting community awareness of the organization's mission and objectives.
- Effectively engage in dialogue with stakeholder groups to understand their issues/concerns, ensuring that systems are in place to maintain effective relations with individuals and groups served by LRHF.
- Facilitate a communication plan that informs the community of the activities and direction of the organization.
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization.
- Other duties as assigned by the Board of Directors.

## Key Priorities/Challenges

- Learn about the Foundation, its Board and leadership, the complexity of the Foundation's work and its impact on the community.
- Understand and support the strategic priorities of the organization: Financial Stability; Asset Management; HR Stability; Community Relations; Business Continuity.
- Build relationships with partners and stakeholders on a regular basis (Board, all levels of government, Alberta Health Services, community, residents, staff, etc.).
- Evaluate existing policies, procedures and processes, the senior leadership staff and operations of the Foundation.

## The Person

The ideal candidate will have significant recent senior leadership experience, ideally in a not-for-profit and/or non-market housing environment, combined with a proven track record of advanced financial and organizational leadership. An effective and professional communicator, the incumbent will be a confident individual with experience representing an organization in the community and with government and elected officials.

## Qualifications & Education Requirements

- A university degree would be strongly preferred (ideally in business, social work, or human services). Candidates possessing a combination of relevant senior management and business experience, along with additional credentials and/or designations, may be considered. Evidence of continuing professional development is highly desired.



- Knowledge of federal and provincial legislation applicable to the non-market housing sector, including the Alberta Housing Act, employment standards, human rights, occupational health and safety, residential tenancies act, charities, workers' compensation, protection for persons in care, Accommodations Standards and Licensing, taxation, CPP, EI, etc.
- Understanding of, and experience with, social media platforms and their use for the Foundation's growth.
- Ability to manage diverse human, financial, and physical resources within a complex environment.
- Demonstrated experience working with and reporting to a Board of Directors.
- Experience creating and managing budgets for a large, distributed organization.
- Demonstrated ability to leverage diplomacy skills to build and maintain partnerships within the community and all orders of government.
- Strong knowledge and understanding of fiscal management, risk management, business finance, capital funding, contracts and partnerships.
- Proven success in negotiation and conflict resolution.

## Knowledge, Skills & Attributes

**Visionary Leadership:** Able to formulate and articulate a detailed vision that is supported by the Board; can effectively communicate the vision and expectations to all levels within the organization, as well as internal and external stakeholders. Sees and acts on immediate issues without losing sight of the long-term goals and objectives. An innovative and strategic thinker and planner who translates goals into an action plan. Able to identify requirements of the future as they relate to the affordable Housing sectors. A coach and team builder. Identifies and mentors future leaders. Models and fosters a proactive and results-oriented operating style and a strong client service focus. Maintains a steadfast culture in the organization.

**Social Entrepreneurship:** Is a mission-driven individual who uses a set of entrepreneurial behaviours to obtain a significant social return on investment. Combines visionary and real-world problem-solving creativity to create and sustain a high social value. Recognizes and relentlessly pursues new opportunities to serve the mission of the organization. Engages in a process of continuous innovation, adaptation and learning. Has a strong ethical fibre. Takes reasonable risks on behalf of the people the organization serves. Organizes, creates and manages a venture to improve social outcomes and enhance social wealth.

**Change Management:** Energetic and adaptable to new and changing situations; able to alter course/direction when necessary; enjoys and embraces new challenges. Able to lead through change.

**Stakeholder Relations:** Able to deal effectively with a diverse group of individuals, including member municipalities, Board of Directors, senior executives, government and community executives, and staff (management and front line), business partners and patrons. Possesses the ability to develop and cultivate strong relationships with a variety of stakeholders.



**Business and Political Acumen:** Possesses a deep understanding of provincial housing policy, funding frameworks, and political dynamics in Alberta. Ability to strategically respond to regulatory and policy changes while protecting the Foundation’s operational integrity.

**Communication Skills:** Possesses excellent verbal and written communication skills, as well as active listening skills; has a professional approach and demeanour; maintains an individual’s dignity and self-worth during conversations; demonstrates the ability to deal effectively with conflict in a diplomatic and professional manner. A strategic communicator who is able to modify their approach depending on the audience.

**Organizational Skills:** Excellent organization skills to work on numerous projects and coordinate multiple activities. Meets deadlines and prioritizes a diverse workload. Has well-developed project management skills – has the ability to plan, manage, facilitate and participate in a number of projects at once. Is proactive and responsive, and approaches responsibilities with high energy and passion.

**Professional:** Has a high degree of integrity, both personal and professional; honest, sincere, dependable and trustworthy. Flexible; able to deal with stress effectively.

**Decision-Making:** Able to assess situations quickly and objectively and make sound decisions; is adept at problem solving; is decisive and accountable. Recognizes priorities and changing approaches. Shows common sense and intuitive judgment abilities. Able to make effective operational decisions.

**Resourceful:** Sources out possibilities; develops new ideas and moves them forward. Utilizes all the resources available and involves other members of the team as necessary in order to get the job done. Creative and takes advantage of opportunities, while recognizing the necessity of working within limited resources.

**Risk Manager:** A calculated risk taker. Demonstrated ability to identify, monitor, and manage key risks in an organization, including significant organizational, business process and systems changes that must be carefully monitored and managed.

**Teamwork:** Promotes and enables cooperation across the organization; positively affects morale; facilitates/builds understanding, acceptance and support for organizational operations and initiatives; delegates efficiently; understands and appreciates the effectiveness of working synergistically with others at all levels within the organization and creates a “team” culture; promotes cohesion and teamwork in seeking solutions and moving forward; has a willingness to listen and learn from others.

**Talent Management:** Demonstrated and proven ability to create and model a culture that respects and values individuals as contributors to both the organization and community. A record of relentless focus on developing the people of the organization and cultivating their talents to help the organization flourish, implement measures to attract, grow and retain an effective workforce.

**Coaching and Mentoring Skills:** An exceptional leader who expects quality performance and is able to coach and develop people; identifies and mentors future leaders. Encourages personal and professional growth through challenging assignments and continuous improvement.



## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Sonny Kapoor or Luke Shin** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

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