



POSITION AVAILABLE

Executive Director

Established in 2009, the NL Housing & Homelessness Network (NLHHN) collaborates with regional Community Advisory Boards (CABs) and other stakeholders across the province to identify and address issues and challenges related to housing and homelessness in rural and remote communities. The Network was incorporated as a non-profit organization in March 2013. NLHHN is presently seeking applicants for the position of Executive Director to join the Network Team.

Duties and Responsibilities

Under the direction of the Board of Directors and in accordance with the mandate of the NLHHN, the Executive Director is responsible for the operation of the organization, including but not limited to:

- Serving as principal spokesperson for the Network providing a strong provincial voice for rural and remote communities throughout Newfoundland and Labrador;
- Advocating for improved services and programs for individuals and families experiencing housing instability and homelessness;
- Working closely with regional CABs to identify local, regional, provincial, and federal gaps in services to address the needs of those impacted by housing instability and homelessness as well as community-based service providers;
- Identifying training and professional development opportunities to support front line staff and enhance service delivery;
- Strengthening existing community and government partnerships and establish new partnerships through consultation and stakeholder engagement which supports a person-centred, coordinated approach to service delivery;
- Conducting research and promoting knowledge exchange related to housing strategies, social policy and best practices;
- Providing day-to-day program and financial management including staff support and supervision;
- Seeking funding opportunities and completing proposals for funding as identified;
- Ensuring the organization is following all provincial and federal legal and regulatory requirements, monitor compliance with relevant laws and regulations, and ensure all documents are completed and filed as required;
- Other related management duties and responsibilities as deemed necessary by the Board.

Qualifications and Experience

- Degree in Business Administration, Community Development, or related field
- Minimum of 5 years' experience working in a non-profit organization;
- Demonstrated budget management skills, including budget preparation, analysis, decision making, and reporting;
- A strong knowledge of housing and homelessness issues, media and public relations, along with government policy
- Demonstrated success in leading and managing staff, students and volunteers;
- Ability to work effectively with a Board of Directors;
- Excellent written, verbal and presentation skills;
- Driver's license and access to a vehicle is required;
- Criminal Records Check with Vulnerable Sector is required.

Compensation:

- Salary: \$65,000 annually, RRSP and health benefits package
- Hours: Full-time, 37.5 hours/week. Monday – Friday, 8:30am – 4:30pm (with flexibility).

Anticipated Start Date: May 6, 2024 **Location:** Grand Falls – Windsor (Travel required throughout the province)

The deadline for submission of resumes is April 16, 2024. Interested applicants, please send your resume to cyril@nlhnn.org to the attention of the personnel committee.