



Executive Director

Accessible Housing Society is looking for an engaging, inclusive, approachable leader to be our next Executive Director (ED). With a team-based approach to collaborating for system change in the areas of accessibility and affordable housing, our new ED will be excited to work with and support our experienced and dedicated staff. As a credible champion for full participation in community life, our new ED will be committed to strength-based services for those with limited mobility. They will be a strategic thinker, committed to sector-wide approaches, willing to ask hard questions, and with innovative ability to address complexity and the pace of change with bold solutions, engaging with internal and external stakeholders to determine the path forward.

Our new ED will be able to bring out the best in others, empowering them to be successful not just as individuals but also as teams. The successful candidate will be a motivator and team-builder, able to support and mentor staff development by delegating responsibility and promoting teamwork within a skilled and diverse team. Open and personable, our new ED will communicate effectively, model respect and trust, be inclusive in decision making, and able to make critical decisions that are firm and fair yet compassionate. A collaborative management style with good listening skills, flexibility and empathy is key, as we seek to stabilize our operations in a rapidly evolving environment.

A strong communicator, the successful candidate will be comfortable with public speaking and humble in sharing success with others. With a passion for and understanding of the opportunities, challenges and issues facing individuals with limited mobility, they will be politically astute and have the wisdom to navigate systemic and/or public policy change through building strategies with community partners.

Our new ED will be able to build, or will already have, effective relationships within the sector and the communities we serve. Strategic and caring, our next leader will be confident and enthusiastic, partnering with a dedicated volunteer Board of Directors to lead our organization. Respecting the history and values that have made Accessible Housing successful to date, they will have a commitment to accessibility and affordable housing for all. The successful candidate will have a comprehensive understanding of non-profit finances, including project-based funding, diversification of funding, grant applications, reporting and their implications.

Organization Overview

Located in Calgary, Alberta, Accessible Housing Society is a non-profit, charitable organization committed to opening doors for people with limited mobility to enhance dignity through accessible homes that are appropriate and affordable. In 2024, Accessible Housing is celebrating 50 years of providing accessibility services to meet community need.

“We believe that although we can’t always change our circumstances, we do not have to be defined by them. We believe that everyone, despite their limitations, has the right to live in a safe home and be part of a supportive community.”

Today, through outreach and residential programs, Accessible Housing provides housing and personal support so that everyone can have a home, belong and participate in the community. Accessible Housing offers a variety of programs:

- **Bridge to Home** – supports individuals with limited ability and who are chronically homeless through helping them find independent and permanent housing.
- **Chinook House** – a partnership with Calgary Housing. AH staff support five long-term clients with in-home support and emergency overnight care.
- **RAD Renovation** – provides accessibility experts to help transform residential homes into safer and more accessible spaces for individuals with limited mobility.
- **Inclusio** – a fully accessible, supportive living home for adults with limited mobility who require assistance with activities of daily living but also value autonomy and independence.

With a staff complement of about 60, and an annual budget of \$5 million, Accessible Housing is funded by a combination of government grants, foundation grants, rental and service fees and donations.

To learn more about us, please visit <https://accessiblehousing.ca/>

Role Emphasis

The Executive Director (ED) is responsible for the successful leadership and management of Accessible Housing and for consistent achievement of its mission and strategies. The ED’s major mandate is to ensure that Accessible Housing continues to provide supports and services that safely increase accessibility and independence based on individual ability. As the senior representative of Accessible Housing, the ED clearly understands, demonstrates and practices the values and philosophy of the organization, while building and supporting a strong, capable, engaged team of staff and volunteers who embody a collaborative, community-based approach to systems change. Other key responsibilities include resource development; optimal use of organizational finances, staff and resources; long range strategic, workforce and fiscal planning; engaging in collaborative partnerships to address the need for affordable, accessible housing; enhancing Accessible Housing’s role in the community; and ensuring Accessible Housing’s programs evolve to meet the changing needs of the community.

Key Accountabilities:

- **Leadership and Management** - As the overall staff leader of the organization, the ED addresses both long-term strategic and near-term operational priorities through fostering an effective and motivational culture among employees and volunteers. This is supported by systems and processes that promote strategic alignment throughout the organization.
- **Advocacy and Communications** - Collaboration and strong relationships are important to increase the impact of Accessible Housing services and to influence systemic change. The ED is responsible for communicating and championing the cause both internally and externally.
- **Planning** - The ED works with the board and staff to embody Accessible Housing's mission and vision in the development of a clear picture of the future. The ED is responsible for effective implementation of organizational strategy and mission achievement through accredited quality programming and alignment of all activities and individual efforts.
- **Financial Management** - The ED works closely with the Director of Finance to develop and implement financial administration strategies and systems that are effective and aligned with the society's vision and mission. The ED is responsible for the development of sustainable funding and nurturing a healthy financial foundation.
- **Fund Development** - The ED works closely with the Director of Fund Development to monitor and evaluate fund development success using multiple indicators, beyond just cash raised, balancing short term funding initiatives with long-term sustainability funding efforts.
- **Governance and Board Relations** - Shared leadership is important for the sustained success of Accessible Housing. The ED is accountable to develop and nurture a strategic partnership with the board to support effective governance and organizational outcomes.
- **Risk Management** - As the operational leader of Accessible Housing, the ED identifies and assesses credible risks to the organization through a comprehensive Risk Management process, and ensures risk management is a factor in the overall decision-making process.

Competencies

Key competencies (in no particular order) the candidate is expected to demonstrate are:

- Leadership
- Nonprofit Management Skills and Experience
- Networking and Relationship Building
- Strategic Thinking
- Fund Development
- Resource and Fiscal Management
- Accountability
- Advocacy
- Communication
- Teamwork
- Change Management

Required Experience/Skills

- At least five years of experience in a senior leadership/Executive Director position, working collaboratively with a volunteer Board of Directors.
- A clear understanding of the non-profit sector and government systems, legislations and funding.
- Collaborative and engaging leadership style.
- A credible champion for accessibility and affordable housing would be an asset.
- Courage and conviction in advocating for change in public policy and institutional systems.
- Demonstrated success in interpersonal, interagency and cross sector collaboration – as a leader and as a participant.
- Excellent communication skills: demonstrated ability to tailor communication to different audiences, particularly staff, funders, community leaders, and partner agencies. Comfort with speaking in public.
- Strong business skills: Strategic planning, people and organizational leadership, sound financial knowledge, innovative program development and human resources management.
- Excellent fund development/donor stewardship skills: a strategic approach to developing sustainable funding and a strong financial foundation through establishing strong relationships and support with funders and partners.

Education

Post-secondary degree in social work, community development, management, nursing, or a related discipline.

Candidates with a combination of relevant education and experience are encouraged to apply.

Salary Range: \$130,000 - \$150,000

impact⁸ Inc. is recruiting on behalf of Accessible Housing.

Please send your **covering letter** and **resume** to:

recruitment@impact8.ca

Please send your information on or before April 3, 2024

impact⁸ Inc. thanks all candidates for their interest. Only those selected for an interview will be contacted. Accessible Housing will not respond to inquiries concerning this posting. Please direct questions to recruitment@impact8.ca.