



**community**  
LAND TRUST

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Community Land Trust Foundation of BC  
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## DIRECTOR OF HOUSING OPERATIONS

Join a social purpose real estate team who is at the forefront of addressing the affordable housing crisis in British Columbia.

### Who We Are

Community Land Trust Group of Societies (CLT) is a non-profit, social purpose real estate developer whose purpose is to create, preserve and steward permanently affordable homes in diverse and mixed-income communities. The CLT is the social purpose real estate development arm of the Co-operative Housing Federation of BC (CHF BC) and we are responsible for growing the stock of permanently affordable homes so that low and middle income residents – including those who are marginalized and at-risk – can secure and sustain their homes, enrich our communities, & continue to build the collective social wealth. Learn more about our team, our exciting work and innovative partnerships at [www.cltrust.ca](http://www.cltrust.ca)

### Who We Are Looking For

The Director of Housing Operations is responsible for leading the physical operations and asset management of the Community Land Trust's (CLT's) residential and CRU portfolio. They are responsible for leading the team responsible for delivering exceptional service to our residents and members, improving site turnover, overall portfolio operations, budgeting, reporting financial performance and developing processes that will support future growth.

The Director of Housing Operations works closely with the Executive Director, Director of Development and the Controller to ensure the efficient, cost effective operation of the CLT's portfolio and provides insight to guide new development and acquisition of existing properties. They will develop and implement maintenance plans and calendars and lead post occupancy construction management, working with marketing and development teams to coordinate site turnover and move-in schedules. The Director works closely with the controller to set, approve and implement annual property budgets. In addition, the Director will also liaise with our partners and work in conjunction with third party non-profit operators.

### Education and Experience

The successful candidate will have combined level of education, training, and experience equivalent to University Degree in Business Management or related field, plus advanced understanding of building management systems for multi-unit residential properties.

Experience creating and implementing a preventative maintenance program and the ability to problem solve, think creatively to identify innovative solutions to complex issues is critical.

Salary depends on experience. Additionally, we offer a comprehensive benefits package including retirement and education allowances.

### **OTHER SKILLS and ABILITIES**

Advanced skills with Microsoft Office Suite, Outlook and property management software. Working knowledge of architectural, electrical and mechanical systems. Working knowledge of leases, contracts and related documents.

Travel to around the Lower Mainland and Vancouver Island is required with occasional evening meetings.

Please send your resume and cover letter outlining your background and why you want a career in the Community Housing Sector to [careers@cltrust.ca](mailto:careers@cltrust.ca).