

Who we are:

The Inception Real Estate Recruitment is an independent recruitment consultancy specialising in the real estate sector, based in Vancouver, BC. We are dedicated to providing a knowledge-based approach to sourcing elite professionals at all levels for the most well-respected employers.

We cover all asset classes across the many disciplines in the real estate sector, offering a tailored and consultative recruitment service.

Who we are recruiting for:

Chief Executive Officer (CEO)

Organization Overview

The Rental Protection Fund Society is a non-profit society whose purposes are to facilitate the acquisition, stabilization, development, renewal and retention of real estate assets in British Columbia to support affordable rental and cooperative housing. The Society is governed by the Aboriginal Housing Management Association (AHMA), BC Non-Profit Housing Association (BCNPHA) and the Co-operative Housing Federation of BC (CHF BC) and the Province of British Columbia has provided an initial investment of \$500 million to provide capital grants to non-profit housing organizations so they can purchase rental buildings and ownership co-operatives available for sale.

Role Summary

The Fund's senior-most staff member, the Chief Executive Officer is responsible for operational oversight and meeting the organization's strategic objectives. They will be responsible for operational startup, establishing an appropriate organizational structure and identifying short and long-term financial and operating goals and objectives. The CEO provides expert guidance and leadership, evaluating potential acquisitions, partnerships and other strategic opportunities.

Core Responsibilities

The Fund Start Up

As the start-up CEO, the incumbent will be responsible for developing a business plan and creating an organizational structure to pursue the Society's mission and vision. This includes but is not limited to developing the structure and methodology for the administration of grants to eligible proponents, and building key partnerships and other activities needed to formally launch the Fund. The CEO serves as the public face of the Fund with a goal of building broad support for the Fund, including ensuring strong uptake and acquisitions feasibility.

General

The CEO is responsible for planning, developing, implementing and directing the Society's operational and fiscal function and performance, and interacting with the Board of Directors on such matters. They provide leadership to ensure consistent standards for data integrity and grant processing are in place at all stages of the grant administration cycle.

Governance and Stakeholder Relations

Working with the Board of Directors, the CEO provides for the effective governance of the Rental Protection Fund Society in compliance with applicable laws and regulations, with particular emphasis on the Contribution Agreement in force between the Fund and the Province. As the chief staff liaison to the Board, the CEO facilitates a relationship of trust and understanding and the free flow of information between Board and management. The CEO recommends governance policies to the Board and approves The Fund's operating policies.

Acquisition Strategy for Non-Profit, Indigenous Non-Profit and Co-op Housing

Within the framework set by the Board, the CEO will be responsible for leading a team to meet acquisition targets and ensure the development and implementation of strong internal controls. The CEO will oversee the development and rollout of the granting model, providing robust decision-making support to the Investment Advisory Committee and will be responsible for final approval of acquisition funding based on recommendations from the Committee.

Operational Oversight

The CEO leads the ongoing development and growth of the Fund, seeing to the creation and continuous improvement of the policies, processes and procedures necessary to support delivery of its services. The CEO ensures that the operational plans for the Fund reinforce and strengthen their ability to achieve its purposes, founding mission, and approved priorities. Working with the Board, they direct and lead the development, implementation and evaluation of annual and longer-term business plans, recommend operating and capital budgets for Board approval. The CEO reports to and advises the Board of developments that may affect HAF's capacity to achieve its strategic objectives.

Human Resources

The CEO is responsible for establishing an effective organizational structure, developing, retaining and directing a team; and putting in place and sustaining effective staff-development, performance-management and succession-planning processes. The CEO establishes policies respecting the terms and conditions of employment of the Society's personnel, consulting with employees as appropriate.

Risk and Financial Management

The CEO ensures that an effective framework is in place for the Society's financial management to meet the short and long-term financial goals and the stability of the organization, working with the finance team to develop a solid cash flow projection and reporting system, optimizing the

handling of banking relationships to foster and grow strategic financial partnership. They recommend annual operating and capital budgets to the Board of Directors; ensuring that revenues and expenditures are managed within approved budgets and ensuring that the overall grants flow process is administered with due diligence and according to established policies and procedures.

The CEO ensures that a risk management strategy is in place and follows a fiscally responsible and proactive approach to mitigating risk. They report on and take appropriate action to minimize the real or potential impact of identified risk events, including conflicts of interest.

Skills and Knowledge

- 10 plus years of relevant professional experience, including at least five years in an executive role
- Experience in property investments, social purpose real estate required
- A university degree in business, public administration or equivalent experience
- At least five years' experience in a senior management role, preferably with experience reporting to a board of directors, especially in the non-profit, co-op, First Nations community housing sector
- Superior leadership talents, including the ability to think strategically
- Highly developed written and verbal communication skills including active listening and technical writing
- Knowledge of the Indigenous housing landscape in BC will be prioritized
- Ability to build and maintain effective relationships with multiple stakeholders having separate and occasionally conflicting interests
- Superior financial management skills

Abilities

- Ability to identify future possibilities and translate them into strategy
- Ability to articulate the vision, mission and strategy in a manner that motivates others to action
- Ability to build partnerships, cultivate relationships with Indigenous communities and work collaboratively with others to meet shared objectives
- Ability to set a climate of creative achievement, holding self and others accountable to meet commitments and business objectives

Board and Governance

- Accountable to the Board for fostering and supporting Board effectiveness, good governance and compliance with fiduciary responsibilities.
- Ensures that a governance and accountability framework is in place to provide clear oversight to the Society
- Provides the Board with all information and material necessary for successful, efficient and productive Board meetings. Ensures the Board's information needs are met with full, useful, relevant, and timely reporting to make informed decisions.
- Provides expertise, strategic advice and recommendations related to wide-ranging governance, fiduciary and operational matters to the Board.
- Leads the short and long-term performance and accountability objectives for the organization

Community and Sector Engagement

Champions the community housing sector, and ensures that the Fund is widely regarded as a reliable, affordable housing solution by governments, the public and other community stakeholders.

Champions a Provincial Urban, Rural and Northern Indigenous Housing Strategy as a long term vision for ensuring housing affordability and security for urban Indigenous people in BC.

Compensation

\$180,000 - \$220,000 based on experience

Contact:

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Please visit our website at www.theinception.ca to find out more about **The Inception Real Estate Recruitment**.

We thank all applicants for their submissions, however, only those persons selected for an interview will be contacted.

