

# Candidate Brief for

Community Land Trust

For the position of Managing Director, Finance  
and Accounting

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# About Community Land Trust

Based in Vancouver, Community Land Trust (CLT) is a social purpose real estate developer focused on creating communities' people are proud to call home. Established in 2015, CLT is a member of the CHF BC group of social enterprises, with almost 2700 occupied homes and a further 800 in development. Today, CLT has a real asset portfolio of approximately \$1.25 billion, with \$35 million in operating budgets and a team of 48 staff. CLT stewards its real estate, asset management, development, and finance portfolios with access to shared corporate services of the CHF BC group.

The Community Land Trust (CLT), together with the Co-operative Housing Federation of BC (CHF BC) and COHO Management Services Society, form a mission-driven group working to create, steward, and sustain permanently affordable co-operative housing across British Columbia. CLT Development Services Society is BC's largest co-op housing developer and a recognized leader in the community land trust sector, stewarding housing and land for collective good.

Our work is guided by the 2025–2030 Strategic Plans of CLT and CHF BC, with a strong emphasis on strengthening organizational foundations, advancing equity and reconciliation, and sustaining and growing non-speculative housing for generations.

Over the past 10 years, CLT has grown significantly, building its real estate, development, asset management, and finance divisions. Recognized as a leader in community land trust housing development in Canada, CLT is creating a new kind of housing co-op built for the urban environment, combining the benefits of co-op living with professional development and property management. They own or lease land and real estate that is controlled by and for the community, for the benefit of current and future residents and the community housing sector. Land is taken out of the private real estate market and then used to generate community wealth and

offer housing options for people with a broad range of incomes, backgrounds and households.

By focusing on owning and building low, mid and high-rise apartments and town homes, and a mix of co-op and other non-profit homes, in several communities in BC, CLT acts as stewards and caretakers of public lands, creating more affordable housing options for BC residents.

CLT's portfolio-based approach also serves the broader community housing sector by expanding opportunities for co-op and non-profit housing.

They currently have more than 40 co-ops in their portfolio, with almost 2700 occupied homes and another 800 homes in development or under construction in Victoria, Abbotsford, Maple Ridge, Vancouver, Surrey, New Westminster, Burnaby, Coquitlam, Kelowna and North Cowichan.

Also, a driver of growth in the non-market and community housing sector, CLT develops new housing co-ops, preserving existing co-ops, and leveraging the value of their portfolio to build and acquire more housing.

For more information on CLT visit: [cltrust.ca](http://cltrust.ca)



# The Opportunity

Reporting to the Executive Director, Community Land Trust, the Managing Director of Finance & Accounting (MDFA) is a senior leadership role responsible for the financial health, sustainability, and risk stewardship of the CLT Group of Societies and its multi-entity real estate portfolio. The MDFA provides strategic financial leadership across development, redevelopment, acquisitions, refinancing, and long-term portfolio stewardship. The role ensures strong financial systems, robust controls, proactive risk management, and clear, decision-ready reporting. As a core member of the CLT senior leadership team, the MDFA partners closely with the Executive Director, Associate Executive Director of Development, CHF BC Group leadership, and the Board to support CLT's growth, resilience, and long-term public-interest mandate. A key early priority will be to assess portfolio performance across well-performing and challenged properties, strengthen visibility into housing operations financial sustainability, and support strategic decisions around staffing, property management, financing, and operational efficiency

## KEY RESPONSIBILITIES

### Strategic Leadership, Planning & Reporting

- Serve as a trusted strategic advisor to the Executive Director and senior leadership on financial strategy, risk, and organizational sustainability.
- Lead financial planning aligned with CLT's strategic priorities, development pipeline, and portfolio plans.
- Oversee preparation of quarterly and annual board financial reports, budgets, forecasts, and long-range financial models.
- Contribute to enterprise-wide risk identification and mitigation, including financing, interest rate, liquidity, and insurance risks.
- Conduct comprehensive analysis of the housing operations financial model, including whether rental income appropriately supports organizational structure and operating costs.

- Evaluate portfolio performance across well-performing and challenged properties, identifying risks, opportunities, and required interventions.
- Support strategic decisions regarding operational efficiencies, staffing models, and the financial implications of bringing on new buildings.

### Development, Financing & Portfolio Stewardship

- Lead financing and refinancing strategies for development, redevelopment, acquisitions, and income producing properties for portfolio optimization.
- Develop creative financing strategies for challenging properties and complex projects where conventional approaches may not fully meet CLT's needs.
- Prepare and review financial models, proformas, and business cases for board and executive decision-making.



- Oversee lender relationships, debt covenants, compliance, and reporting requirements.
- Partner closely with the development team to assess project viability, capital structures, and long-term sustainability.

### Financial Operations & Systems

- Oversee all accounting operations including general ledger, payroll, financial statements, audits, and regulatory reporting.
- Lead the annual audit process across approximately 20-30 nonprofit societies with July 31 fiscal year-ends.
- Manage the transition to a new auditor, including consolidation from separate CHF BC and CLT audit relationships.
- Lead the Q4 financial reporting cycle, ensuring timely, accurate, and decision-ready reporting for senior leadership and the Board.
- Ensure strong internal controls, accounting policies, and compliance with non-profit, real estate, and funding requirements.
- Lead continuous improvement of financial and enterprise systems, including data integrity, automation, and reporting tools.
- Support the ongoing Yardi Voyager implementation, including accounting functions, property data migration, the upcoming project management module for the development team, and future resident portal functionality.
- Oversee IT and financial systems strategy to support integrated, secure, and scalable operations.

### Financial & Portfolio Budgeting

- Lead the development, refinement, and oversight of annual budgets for the CLT Development Services Society, including revenue assumptions, staffing costs, and inter-society allocations.
- Lead and oversee the development of operating budgets for income-producing properties across the CLT portfolio, working in collaboration with Housing Operations, Asset Management, and Finance.
- Ensure budgets for development projects, construction in progress, and income-producing properties are aligned, clearly reported, and support long-term financial sustainability.
- Support Board and Executive Director reporting through clear budget narratives, variance analysis, and risk identification.

### Team Leadership & Organizational Culture

- Lead, mentor, and develop a high-performing finance and accounting team.
- Provide leadership to a finance team that includes a Controller, senior property accountant, senior project accountant, and additional accountants across development and property accounting.



- Foster a collaborative, inclusive, and values-aligned work environment.
- Bring a collaborative, democratic, and trust-based leadership style that empowers experienced team members while avoiding micromanagement.
- Create a culture where issues are surfaced early, difficult conversations are handled constructively, and the team is supported to solve problems proactively.
- Support cross-functional collaboration with development, housing operations, governance, HR, and communications.
- Participate in recruitment, performance reviews, professional development, and audit oversight activities in alignment with CLT people practices.

## External Relationships & Sector Engagement

- Maintain strong relationships with auditors, lenders, funders, regulators, insurers, and financial partners.
- Manage relationships with government lenders and housing programs, including CMHC, as well as conventional lenders such as First National, MCAP, People's Trust, and BMO.
- Engage with partners and programs such as the Rental Protection Fund, CRA, and emerging federal housing initiatives including Build Canada Homes.
- Support mission-aligned capital and investment opportunities that advance CLT's public-interest mandate.
- Represent CLT in financial, sector, and partnership settings as needed.



# The Individual

The ideal candidate is a strategic, collaborative, and values-driven finance leader with a CPA designation and over 10 years of progressive senior experience in finance or accounting. They bring deep expertise in financial planning, reporting, controls, and complex financing structures, with essential experience in real estate, including multi-unit and mixed-use development in asset-intensive environments, ideally within non-market or affordable housing.

A strong communicator, they can translate complex financial data into clear, actionable insights for executive leadership and boards while fostering cross-functional collaboration. They are comfortable moving between strategic financial leadership and hands-on execution, particularly in a growing, complex, multi-entity housing and development environment.

## ROLE CRITERIA

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### Skills, Attributes & Leadership Approach:

- Strong strategic and analytical skills, with the ability to translate complex financial information into clear insights.
- Highly collaborative, transparent, and value-driven leadership style.
- Deep understanding of financing structures, debt instruments, and risk management, with strong housing/real estate related experience and expertise in mixed-use housing and residential real estate financing, including familiarity with housing program capital and operating financing.
- Strong financial systems, controls, and reporting expertise.
- Calm, resilient, and solutions-oriented under pressure.
- Excellent written and verbal communication skills, including board-level reporting.
- Experience with Yardi or similar property management/accounting systems preferred.
- University degree in Accounting, Finance, or related field.
- Demonstrated ability to lead complex audits across multiple entities and manage auditor transitions.
- Strong understanding of construction, development, and property operations, with the ability to provide practical subject matter expertise to cross-functional teams.
- Ability to assess portfolio-level financial performance and identify when operational efficiencies, staffing changes, or property management adjustments are required.
- CPA designation is required
- CFA, MBA, or equivalent are an asset.
- Minimum 10 years of progressive senior-level experience in finance or accounting.
- Experience in real estate development, property management, construction, or housing sectors strongly preferred.



- Experience in non-profit, co-operative, or public-interest organizations is an asset.
- Work Environment: Full-time senior leadership position.
- Hybrid work environment with in-office collaboration in Vancouver.
- Occasional travel for board meetings, audits, site visits, and partner engagement.
- The salary for this position ranges from \$148,000 - \$173,000 per annum. Final salary offered will be based on education, experience, skills, and qualifications as they relate to the role
- This position is Hybrid and offers the flexibility of working from the office a minimum of two days per week, with flexibility to work remotely up to three days per week.



# Steps in the Selection Process

## **ANNOUNCING YOUR WISH TO BE CONSIDERED**

If you wish to be considered for this position, please forward your resume and any other relevant application materials to a member of the Odgers team named in this document or through the process described within our How to Apply section. Rest assured, all your personal information will be kept in the strictest confidence.

## **PREPARATION OF A LIST OF CANDIDATES FOR THE SELECTION COMMITTEE'S REVIEW**

After receiving resumes from interested candidates, we evaluate each based on the client's requirements and compare them with the qualifications of other applicants.

## **INTERVIEW WITH ODGERS**

If your skills and background are commensurate with the client's criteria, we will contact you for an initial interview to further explore your interest and suitability for the position, as well as your alignment with Community Land Trust.

## **AFTER THE INTERVIEW**

Following the interview, we will inform you as soon as possible should we decide to proceed further. At this time, we will also ask you about your interest. If both parties wish to continue, we will ask you to begin gathering any information that might influence your final decision, including the compensation package and your alignment with the organization.

The purpose of gathering this information is to help you make an informed decision about your level of interest as soon as possible. In fairness to everyone, please do not go further if you believe you are unlikely to accept the position should it be offered to you. If you have additional questions after our initial discussion but your interest is tentative and you are still "exploring", please let us know. We can help you obtain the additional information you need. We will also inform you as soon as possible if your candidacy will be presented to the Selection Committee. If it is, we will discuss your candidacy, along with those of other candidates, with the Committee members.

## **INTERVIEW WITH THE SELECTION COMMITTEE**

If your candidacy is selected after being presented to the Selection Committee, we will invite you, along with other short-listed candidates, to participate in an interview with the Selection Committee. Our client plans to conduct in-depth interviews on a scheduled date. A second interview may also be required.



## STEPS LEADING TO AN OFFER

After your meeting with the Selection Committee, we will inform you of their decision as soon as possible. If you are selected as a finalist candidate, you may be invited for another interview with the Committee. At this stage, the client will ask us to conduct reference checks and standard background checks, which include credit and criminal checks, validation of academic and professional credentials, and a social media screening. You may also be required to complete a psychometric assessment. If you are the preferred candidate and the client is satisfied with the information received, you will be made a verbal offer of employment, during which time the terms and conditions of the offer will be discussed with you.



# Additional Information

## HOW TO APPLY

In order to apply, please submit a comprehensive CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. The preferred method of application is online at: <https://careers.odgers.com/en-ca/31233>

## YOUR PERSONAL INFORMATION

At Odgers, we have always respected the privacy and the confidentiality of the personal information provided to us in context with our executive search assignments. This has been a fundamental value in building trust with our candidates and clients. We are committed to keeping your information secure and managing it in accordance with our legal responsibilities wherever we operate in the world, including the Personal Information Protection and Electronic Documents Act ("PIPEDA") in Canada.

For more information on your rights and to find out more about how we process your personal data, a copy of our Privacy Policy is available for your review on our [website](#).

By providing us with a copy of your resume and any subsequent personal information directly or from third parties on your behalf such as references, you understand that it has been furnished with your consent for the purpose of possible disclosure to our client, who has agreed to comply with our Privacy Policy. We will not disclose your personal information to clients without your prior knowledge and consent.

## DIVERSITY, EQUITY, AND INCLUSION

Community Land Trust is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by both Odgers and Community Land Trust throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Odgers is deeply committed to diversity, equity, and inclusion in all the work that we do. As part of our efforts to better understand our ability to reach as broad a pool of candidates as possible for our searches, our DEI team would like to encourage you to take a moment and access our [Self-Declaration Form](#).

## CONTACT DETAILS

For a conversation in confidence, please contact:

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# Candidate Charter

## **TALENTED PEOPLE ARE OUR LIFEblood**

Whether we approach you about a specific opportunity, or you contact us to share your biography and career ambitions, we want you to have a constructive experience of engaging with Odgers.

We recognize that we have a commitment to you as well as to our client, and we undertake that our dealings with you will be professional, courteous, rigorous and honest.

We will:

- Approach you after considered analysis and in relation to roles where we think there is a strong match. Your time is valuable; we don't want to waste it.
- Work to make your candidacy as strong as it can be.
- Represent you effectively and discreetly to our client, based on accurate information that you give us in confidence.
- Be inclusive, open and fair-minded.
- Keep you informed, communicating outcomes promptly, and giving fair and honest feedback where we can.
- Celebrate your success in the event of a successful outcome and share any lessons in the event of disappointment.
- Take a long-term view, recognising that you have a multi-year view of your own career. Where possible, we will help you fulfil your ambitions.
- Embrace continuous improvement, for example by carrying out regular independent audits of those we shortlist for roles.

If ever you feel we have not lived up to the letter or spirit of this charter, we encourage you to contact our Chief Operating Officer, Deborah Lucas ([deborah.lucas@odgers.com](mailto:deborah.lucas@odgers.com))



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