



## Winnipeg Housing Rehabilitation Corporation

**Title:** Director of Housing Services

**Closing Date:** November 24, 2020

**Reports to:** Executive Director

**Salary:** Competitive; based on qualifications and experience; includes comprehensive benefits package and travel allowance

**Hours:** 37.5 hours per week, may include some weekend and evening work to meet project deadlines

Under the direction of the Executive Director, the incumbent is responsible to oversee the Property Management Department in an efficient and effective manner. With the assistance of staff the responsibilities include: application approvals, leasing, tenant turnovers and renewals, tenant relations, receivables, and other functions to ensure optimum occupancy and efficiency of each property. The incumbent will be part of the senior leadership team and will carry out their duties in accordance with: WHRC policies and procedures, operating agreements, and Government regulations.

### **Qualifications:**

The successful candidate should have post-secondary education and a combination of educational, and practical knowledge and experience related to the skills required to perform the duties of the position including:

- Minimum 10 years' experience in property management
- REIC designation preferred
- Experience and working knowledge of non-profit organization
- Knowledge of provincial legislation; Residential Tenancies, Occupancy Standards
- Strategic and analytical thinker
- Strong management and leadership skills
- Proficient in Microsoft software
- Working knowledge and understanding of accounting principals (budgeting)
- Versatile, cultural diversity awareness
- Demonstrate strong organizational, time management, verbal and written communication skills
- Demonstrate ability to conform to shifting priorities, demands and timelines through problem-solving capabilities

### **Desirable:**

- Familiar with Spectra
- Experience with funding and knowledge of government housing grants and incentive programs

The successful candidate will have a reliable vehicle and a valid driver's license and be physically able to attend sites to meet with staff, tenants

Applicants are asked to send their cover letter and resume to [info@whrc.ca](mailto:info@whrc.ca) referencing **Director of Housing Services** in the subject line. Your cover letter & resume must clearly indicate how you meet the qualifications.

We thank all who apply however, only those selected for further consideration will be contacted.