



WESTMINSTER HOUSING  
SOCIETY INC.

# Westminster Housing Society

c/o Sam (Management) Inc. 200 – 1080 Portage Ave., Winnipeg MB R3G 3M3

A charitable organization providing deeply affordable, high-quality housing

Westminster Housing Society (WHS) is looking to hire its first Executive Director - a highly motivated, community-minded problem-solver with connections to West Broadway and the ability to propel Westminster Housing forward.

WHS's mission is to provide good quality housing to lower income tenants at rental rates they can afford. To achieve this, WHS rehabilitates, constructs and manages housing stock in Winnipeg's West Broadway and other core-area neighbourhoods. WHS is governed by a volunteer Board of Directors and its 100+ units are managed by SAM Management

Reporting directly to the Board of Directors, the full-time Executive Director will manage the day-to-day operations of Westminster Housing, offer direct support to tenants, liaise with our property management company and support the board in building new, deeply affordable housing units in Winnipeg's core. As this is a new position, we envision a first-year focus on creating Westminster's policies, structures and funding mechanisms, and a second-year focus on expanding both the organization as well as additional affordable units.

## Responsibilities:

- Support and advise the Board of Directors in building new affordable housing units and our advocacy work with government and neighbourhood partners
- Manage and liaise with WHS's property management group, SAM Management, to support their work filling vacancies, maintain properties and ensuring successful tenancies
- Supporting the front-line tenant outreach conducted by our partners at the West Broadway Community Organization to ensure tenants are connected with services
- Manage and liaise with the Board of Directors, including frequent communication with the Board Chair and attendance at monthly board meetings as well as setting strategic priorities
- Identify and submit proposals for grants and project funding
- Support the Board on annual fundraising campaigns
- Manage WHS finances and budget in collaboration with SAM
- Manage WHS communications and public profile

## We are looking for an executive director who:

- Has at least three years experience working in housing, community development or a non-profit serving low-income people.
- Is passionate about maintaining and creating more affordable housing in Winnipeg's core
- Is knowledgeable about the operations of affordable housing, Manitoba's subsidy process, and the challenges low-income tenants face and the process of building new units
- Can balance the day-to-day needs and demands of tenants with long-term goals and planning of WHS
- Can build relationships and collaborate with diverse stakeholders, including tenants, property managers, community and government partners and funders
- Has a proven ability to be a highly organized and self-directed worker
- Reflects the diversity of West Broadway tenants; applicants from equity-seeking groups are welcome to self-identify in their application if they wish.

## Remuneration:

- \$55,000 – \$65,000, depending on skills and experience (35hrs/week)
- Flexible work hours and location (from home, at WHS's community office or a future office)
- Westminster Housing is unable to offer benefits at this time

Interested applicants are asked to contact WHS Board Chair Mary Agnes Welch ([maryagneswelch@gmail.com](mailto:maryagneswelch@gmail.com)) with your resume and cover letter by Oct. 4, 2022.