



Greater Ottawa

**Habitat for Humanity®**  
**Habitat pour l'humanité®**

La Grande Région d'Ottawa

## Chief Executive Officer

This position offers an opportunity to lead an organization with a recognizable, trusted brand and solid reputation. With the full support of the Board of Directors, the Chief Executive Officer has the flexibility to lead innovative change to the Habitat for Humanity Greater Ottawa operations that will enable the execution of the strategic plan and increase the profile of the organization.

The incoming Chief Executive Officer will partner with an aligned, well-governed Board of Directors which is seeking a leader who thrives in an environment of collaboration and transparent, respectful questioning to drive growth for Habitat Greater Ottawa.

The CEO will be joining an organization that is well positioned for substantial growth. The successful candidate will be an innovative and creative thinker who can initiate new strategies for growing the organization.

Reporting to the Board of Directors and in partnership with the Board, staff, partner families and other stakeholders, the CEO ensures that the organization fulfills its mission to bring communities together to help families build strength, stability and self-reliance through affordable homeownership.

A builder, mentor, connector and advocate for social justice, the next CEO will serve as Habitat Greater Ottawa's primary spokesperson and change agent and will be passionate about increasing the organization's impact and profile within our community.

## Responsibilities

### Stakeholder Relationships

- Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image
- Builds strong and effective relationships with peer organizations
- Oversees donor relationships and makes one-on-one fund-raising solicitations where appropriate
- Advocates for the organization with all stakeholders including government, funders, donors, volunteers, and peer organizations

### Marketing & Communications

- Serves as the organization's primary spokesperson and representative
- Actively advocates for the organization, its values, beliefs and programs
- Delivers key messages to the media and develops relationships with journalists and media outlets
- Oversees and delivers an effective organization-wide Communications strategy
- Seeks out public speaking engagements to propel the mission of the organization



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### **Strategy**

- Collaborates with the Board to define and articulate the organization's mission and Strategic Plan. Successfully implements the corresponding annual operating plans, budgets and other supporting initiatives
- Develops and monitors strategies for ensuring the long-term viability and growth of the organization

### **Organizational Development**

- Provides strong day-to-day values-based leadership, inspiring confidence and creating trust
- Develops and mentors leadership within the organization
- Oversees the operations of the organization and its compliance with legal and regulatory requirements
- Creates an environment and culture that reflects the organization's values, encourages strong performance, rewards excellence and productivity and ensures safety in all operations for both staff and volunteers
- Ensures that staff and board have sufficient and up-to-date information on all factors affecting the organization's governance, risk, growth and operations

### **Operational Effectiveness**

- Oversees design, delivery, quality and ongoing innovation of programs and services
- Stays abreast of current trends related to the organization's products and services and anticipates future trends likely to have an impact on its work
- Provides clear and accurate information to keep the Board appropriately informed of the organization's financial position and environmental analysis
- Identifies the principal risks of the business and ensures the implementation of initiatives to manage these risks

### **Board Support and Governance**

- Serves as an ex-officio member of the organization's Board Committees
- Advises the Board in the development of board policies and oversees the development of operational policies
- Assists the Nomination Committee in the selection and evaluation of Board members and board leadership

### **Qualifications**

**Education:** A Bachelor's degree in Business, Finance or related field

### **Experience:**

- Minimum of 8 years senior leadership experience
- Proven financial and business acumen with experience overseeing operations with annual revenues greater than \$5M and significant assets
- Proven capabilities in successfully managing complexity and multiple lines of business
- Track record of success managing operations within a complex, multi-stakeholder environment



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- A strong client service orientation and proven experience building successful relationships with community leaders in government, industry, and not for profit sectors
- Experience reporting to and working with the Board of Directors
- Network of connections in industry such as land acquisition, government, construction and banking
- Entrepreneurial approach and a natural comfort with and a successful track record of business development
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Bilingualism is an asset

#### **Competencies and Attributes:**

- **Communication** – expresses ideas in a clear, fluent and concise manner; written and oral arguments are compelling and responsive to the needs of the audience; comprehends communications from others and responds appropriately.
- **Motivating** – encourages others by creating enthusiasm, a feeling of investment and a desire to excel; inspires a healthy attitude to work by recognizing positive contributions.
- **Interpersonal Understanding & Sensitivity** – accurately predicts others' reactions to events; displays concern and respect for individuals' feelings and opinions; understands others' attitudes, interests and needs; Takes time to listen to others.
- **Visioning** – imagines future possibilities; thinks broadly and investigates a wide range of alternatives in developing a vision for the future; selects the most promising vision from a range of alternatives and communicates this vision to others.
- **Impact** – makes a positive impression upon others; has presence and quickly earns respect; comes across with confidence and quickly establishes their credibility; accurate, predicts the effects of own words and actions.
- **Integrity & Sincerity** – inspires trust and supports others through own authenticity and following up on commitments; maintains high ethical standards both personally and professionally; shows consistency among principles.

#### **Compensation**

A competitive compensation package awaits the successful candidate.

Please send your **resume and cover letter to [hr@habitatgo.com](mailto:hr@habitatgo.com)**. **Candidate selection and assessment will begin June 17.** Only those candidates selected for an interview will be contacted.

*For more information on Habitat for Humanity Greater Ottawa, please visit: [www.habitatgo.ca](http://www.habitatgo.ca)*