



## **Job Posting - Executive Director**

Kiwassa Neighbourhood House is seeking an Executive Director to lead a dynamic team of 100 staff, hundreds of volunteers and management of a \$6.6 million annual budget in the growth of a broad range of inclusive community-based programs. A strategic, positive, and engaging leader, you love working with people to grow resources, relationships, and opportunities that support the ability of communities to thrive. You help create culture and systems in which staff grow skills and demonstrate their leadership. Your work is credible with Indigenous, immigrant, and racialized staff, volunteers, and partner organizations. You have a track record of strong leadership skills and an ability to work effectively and collaboratively with staff, volunteers and a Board, as well as funders, community partners and local groups, in order to achieve the organization's mission and strategic priorities. You support other leaders in the organization to align their work in various service and operational areas with Kiwassa's vision, mission, and values.

## **About Our Organization**

Kiwassa Neighbourhood House grows community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East [Vancouver](#), on the unceded territories of the Skwxwú7mesh ([Squamish](#)), Səlilwətaʔ/Selilwitulh ([Tsleil-Waututh](#)), and xʷməθkʷəy̍əm ([Musqueam](#)) Nations.

For 70 years, we have created a welcoming place where people can find a helping hand, a friendly face, services they need and opportunities to be connected and engaged in their community. Our vision is a thriving community where all people are valued, connected, and secure. Our mission is to cultivate opportunities with people and partners to build a socially just, resilient, and connected community.

Kiwassa Neighbourhood House links two charitable organizations - Kiwassa Neighbourhood Services Association and Kiwassa Housing Society - governed by the same Board of Directors and led by the same Executive Director. Our work includes operation of two non-profit family housing complexes, five childcare programs, settlement and employment services, children, youth and family programs, seniors, food security, and community development and engagement. We collaborate and partner with an extensive network of organizations, businesses, funders and public agencies, including leadership of several City-wide community development networks. Further information can be found at [www.kiwassa.ca](http://www.kiwassa.ca)

Kiwassa Neighbourhood House strives to apply the Sanctuary City Principles by committing to deliver, inform, advocate and provide services for all people based on need rather than immigration status. The Executive Director will ensure that Kiwassa Neighbourhood House and its services can be accessed without fear by anyone and will ensure consistency and understanding of the implementation of the sanctuary principles across the organization.

**Qualifications:**

- At least 5 years of senior level management/executive leadership experience at a similar sized organization, ideally in a not-for-profit environment;
- Relevant graduate degree or higher; an equivalent combination of education and experience will be considered;
- Strong strategic planning skills; must be able to connect vision, mission and strategic goals and develop work plans to achieve them;
- Strong leadership and organizational development skills; experience with coaching and mentoring emerging leaders is highly desirable;
- Proven track record related to justice, equity, anti-racism and decolonizing practices in the workplace and community;
- Excellent verbal and written communication skills; the ability to write coherent proposals and reports and to articulate, reframe and present complex ideas and messages is essential;
- Knowledge of community development principles is essential;
- Excellent interpersonal skills and an ability to build and nurture internal and external relationships;
- Experience in fund development and grant writing;
- Broad knowledge and experience in place-based strategies, community development initiatives and social programs/services;
- In-depth knowledge of East Vancouver with an ability to nurture Kiwassa's role as a leader in our community;
- Experience and knowledge of human resource management, financial management, administration and program management, development and evaluation; and
- Fluency in additional languages will be considered a great asset.

This is a full-time position. The salary range is \$105,000 - \$120,000, commensurate with experience. There is a full benefits package.

Kiwassa is an advocate for equity and is committed to ensuring representation in its community. We welcome applications from members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to meaningfully engage with diverse communities.

**Resumes and cover letters will be accepted by email until 5:00pm on Friday May 7, 2021. Please submit, in confidence, to:**

Search Committee, Kiwassa Neighbourhood House  
2425 Oxford Street, Vancouver, BC V5K 1M7  
Email: [executivesearch@kiwassa.ca](mailto:executivesearch@kiwassa.ca)

**No phone calls please. We thank all applicants; however only those candidates selected for the next stage of the recruitment process will be contacted.**