



## **Job Posting**

### **Executive Director**

### **Full time Permanent**

Waterloo Co-operative Residence has provided co-operative student housing and programming for post-secondary students attending University of Waterloo and Wilfrid Laurier University in Waterloo, Ontario for over fifty years. We are currently seeking an exceptional candidate to fulfill the role of Executive Director and further enhance our non-profit co-operative.

#### **Job Description:**

The Executive Director is responsible for the successful leadership and management of the organization according to the values and strategic direction set by the Board of Directors. The Executive Director is responsible for leading the organization by collaborating with the Board of Directors to create and implement an effective strategic and operational plan that encompasses all aspects of governance support, daily operations management of the co-operative residences. Responsibilities include financial oversight, human resources, marketing development, and community engagement and growth initiatives. The Executive Director also serves as primary liaison and project manager for all redevelopment projects.

#### **Qualifications:**

The successful candidate is a strategic thinker and collaborative leader who employs excellent communication skills and demonstrates a focus on stakeholder and client needs to guide operations. Organizational goals are achieved by establishing and maintaining strong positive relationships with others, both internally and externally. The successful candidate will have demonstrated flexible and capable leadership in past roles, and an ability to lead and support staff in a busy, changing environment.

You are experienced with strategic and operational planning, have successfully converted operational plans into actions by delegating and monitoring performance, make decisions by considering the importance, urgency and risks of situations, and are able to anticipate, assess and solve problems or conflicts in order to prevent future issues.

The ideal candidate understands ethical behaviour and business practices, and ensures that their own behaviour and the behaviour of others aligns with the values of the organization. You have considerable experience successfully managing both small and large projects to completion on time and on budget.

*WCRI is an equal opportunity employer.*

**Please apply with cover letter and resume to: [hrcm@wcri.coop](mailto:hrcm@wcri.coop)**

**Waterloo Co-operative Residence Inc., 268 Phillip Street, Waterloo, ON N2L 6G9**

We thank all those who apply, however, only those applicants selected for an interview will be contacted.



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#### **Job Requirements:**

The ideal candidate will have a university degree in a relevant field, at least five years of progressive relevant work experience, and knowledge and experience of the following:

- Leadership and management principles as they relate to non-profit and/or co-operative organizations
- Management level expertise in human resources, finance (including budget preparation), project management and/or marketing management
- Policy governance experience working with and/or on a Board of Directors
- Business administration practices and technological savvy with a customer service focus
- Current community challenges and opportunities relating to the WCRI's mission
- Familiarity with federal and provincial legislation applicable to co-operative housing organizations, including employment standards, human rights, occupational health and safety, co-operative legislation, finance, taxation, payroll and benefits legislation

Based in our Waterloo office, the Executive Director will travel occasionally, and will be required to work some evenings and weekends for Board, community and member activities. This position requires frequent computer use, regular interaction with staff and members, and occasional inspection of the various buildings, grounds and facilities.

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