



Central Okanagan Journey Home Society

Job Description - Executive Director

The Central Okanagan Journey Home Society (COJHS) is a new Society identified as a key outcome of Kelowna's Journey Home Strategy. The position of Executive Director, reporting to the COJHS Board of Directors, will be responsible for building this organization from the ground up.

This role will partner with public systems, services (e.g. Health, Housing, Justice, Social Services) and all levels of government associated with bringing new programs, service models, or housing models which functionally end homelessness in a manner that is efficient, effective and sustainable. The successful candidate will have the ability to connect, coordinate and transform system relationships to address the needs of vulnerable populations in Kelowna.

POSITION OVERVIEW

The Executive Director will be a visionary, dynamic leader who can grow and lead this Backbone Organization, facilitate the collective success of this regional-focused effort, and serve as a public Ambassador for the Journey Home Strategy implementation. More specifically, the Executive Director will drive the Journey Home Society's internal and external functions, including strategic directions, coordination, advocacy, reconciliation, communications, community development and engagement.

RESPONSIBILITIES

The Executive Director will provide high-level strategic thinking and facilitation of the Journey Home Strategy efforts. Key responsibilities include:

Strategic Leadership:

- Build relationships with key stakeholders
- Collaborate with partner organizations in aligning their programs and services to the Journey Home Strategy and assist in identifying opportunities for partners to support specific goals
- Lead Homeless Serving Systems of Care planning to identify and take advantage of funding opportunities to prevent, reduce, and eliminate homelessness
- Identify system gaps and capacity overlaps and gaps and develop action strategies
- Develop strategies to support change and transformation of the Homeless Serving System of Care
- Maintain an understanding of current Strategy implementation opportunities and develop comprehensive solutions to respond to them

***Society Administration:***

- Manage daily operations and Society administration, including financial planning, management, and reporting
- Ability to pursue financial opportunities, including the ability to write grant applications
- Monitor and report on operational issues, opportunities, and achievements

Data Collection, Analysis, and Reporting:

- Implement a shared measurement system to track common outcome indicators across the sector using results to inform learning and continuous improvement
- Coordinate indicator refinement with stakeholders
- Ensure all partners are aware of, and support aligning to achieve, targets and indicators
- Create or manage creation of yearly summary reports of Journey Home progress for the Board of Directors, stakeholders and external audiences

Communication:

- Develop an effective Journey Home communication strategy including regular communication between Journey Home partners, funders and agencies to ensure alignment of activity
- Create yearly progress summary reports of Journey Home progress for presentation to the Board, partners, funders, and external audiences

Capacity Building:

- Build the Society identity as a respected, neutral convener among a broad spectrum of stakeholders
- Work continuously to identify and recruit additional cross-sector stakeholders to participate in the Journey Home work

System Planning, Design and Coordination:

- Develop and maintain a system map to gain an understanding of the current landscape of local and regional activities to align with the strategic goal
- Develop mechanisms to support integration of services and activities with partners



REQUISITE QUALIFICATIONS:

- At least five years of demonstrated service and funding coordination experience
- Ability to inspire confidence and passion with internal and external audiences
- Strategy and planning skills at organizational and systemic levels
- Strong facilitation and presentation skills
- Experience with complex project and stakeholder management
- Strong communication and interpersonal skills with the ability to build authentic relationships
- The ideal candidate will have completed post-secondary education in areas such as Social Sciences, Business Administration, Public Administration, or a related field, with at least 5 years of responsible management and leadership experience or related equivalencies
- Experience in a start-up not-for-profit environment and working with a Board of Directors
- Familiarity with the Homeless-Serving Sector and public systems is desirable

COMPENSATION

A competitive compensation and flexible benefits package will be provided to the successful applicant. Placement within a remuneration range will be based on skills, knowledge, and experience.

Start Date: Negotiable with the successful applicant

Application Instructions: Interested candidates are encouraged to submit their application electronically by September 27, 2019 by 4:00 pm PST. Please include a current resume and letter of interest. All applications will be treated with confidentiality and can be sent to:

Central Okanagan Journey Home Society
Board@JourneyHome.ca