



Transformation Team, Lead Job Description

Organization: Manitoba Non-Profit Housing Association

Reports to: Executive Director

Position Summary

The Lead of the Transformation Team is a new position with the Manitoba Non-Profit Housing Association (MNPNA), and will build on the capacity of the non-profit housing sector to support emerging and existing non-profit housing organizations to acquire and manage Manitoba Housing assets as the province devolves its direct management and ownership of social housing.

HOURS: 40 hours weekly; Mostly weekdays with occasional evening or weekend; significant flexibility around remote work and scheduling with a minimum one day per week in the MNPNA office

DETAILS: The position is a 2-year contract position, funded through a project grant with the possibility of extension should funding be available. Salary is dependent on experience ranging from \$50,000 - \$60,000 with benefits after 6 months.

Tasks and Responsibilities

Convene and Catalyze Community Partners in Proposal Development and Mutual Support (30%)

- Develop and implement outreach strategies with community partners
- Assist with development of new Regional Non-Profit Housing Organizations where appropriate
- Bring sponsor management groups and organizations developing proposals to purchase assets together to review proposed agreements, share information and priorities, and establish regular communications with MB Housing to address common needs
- Establish pool of strategic advisors and mentors to support the sector and provide information, advice, and connections with non-profit housing boards and organizational leadership

Advise, Support, and Build Capacity of Non-Profit Housing Organizations (40%)

- Assist with the development of business plans, operating plans, budgets, and proposals to purchase or manage Manitoba Housing assets
- Identify and address capacity needs of the sector to meet high standards of excellence in governance and management
- Develop policy templates, guides, and other resources

Administration, Organizational and Program Development (30%)

- Work with the Executive Director to identify additional resource, partnership, and service needs and opportunities to build the Transformation Team
- Assist in the development of proposals and business plans for sector services to support devolution, including a shared application and waitlist process to be developed in year 1
- Evaluate sector transformation strategy, report on outcomes, and adjust as needed



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The Lead of the Transformation Team will become part of MNPHA's small staff team of three, and is expected to work with the Executive Director on other Association duties as required.

Expectations:

The Lead of the Transformation Team is expected to bring the following abilities to their work:

- Steadfast: you uphold the mission, vision, and values of the Manitoba Non-Profit Housing Association
- Enthusiastic: you represent the Manitoba Non-Profit Housing Association in a positive and professional manner
- Attentive: you provide responsive, strategic, and high quality advise to non-profit organizations, and seek support and outside advice yourself as needed
- Goal-oriented and task-driven: you thrive in an independent work environment, can deliver on targets, have strong organizational skills, and pay attention to detail
- Collaborative: you develop constructive, productive and sustainable relationships with colleagues, collaborators/associates, community partners, MNPHA members, and government representatives

