



EMPLOYMENT OPPORTUNITY ON BEHALF OF THE FIRST NATION OFF-RESERVE HOUSING CENTRE:

Executive Director – First Nations Off-Reserve Housing Centre (FNOHC) New External Role

The First Nations Off-Reserve Housing Centre (Centre) is a newly established First Nations-governed non-profit corporation, mandated to administer and report on the Urban, Rural and Northern Indigenous Housing Strategy (URN) off-reserve housing and homelessness funds for First Nations people in Ontario. The Centre is accountable to the 133 Ontario First Nations Chiefs-in-Assembly. This non-profit corporation is governed by a Board of Directors comprised of Regional First Nation experts. The Centre is seeking a qualified and highly motivated individual to advance the given mandates as the Executive Director.

POSITION SUMMARY:

The Executive Director (ED) is the senior operational manager of the Centre. Reporting directly to the Board of Directors, the ED is responsible for the day-to-day management, strategic implementation, financial oversight, and operational integrity of all FNOHC programs and activities. The ED ensures that all work aligns with the mandate given to the Centre by the Chiefs in Assembly and complies with the (URN) Program terms and conditions and other funders as required. The ED leads the organization in advancing distinctions based, culturally informed, and community driven housing solutions for First Nations individuals and families living off reserve in Ontario.

The ED will have the opportunity to shape the organization from the ground up and inform its long-term direction. As the first ED, this role will establish foundational systems, policies, procedures, and partnerships that will support the Centre for years to come.

LOCATION: Toronto, ON (Hybrid- Subject to negotiation)

DUTIES AND RESPONSIBILITIES:

1. Organizational Leadership & Strategy

- Lead the implementation of the Centre's mission, vision, and strategic priorities as outlined in the Centre's Business Plan and other foundational documents
- Develop annual operational work plans aligned with the Centre's Board directives and any agreements with the Chiefs of Ontario, funders or other partners
- Support the Board in developing strategic priorities into coordinated operational execution
- Ensure all activities uphold principles of self determination, cultural safety, trauma informed practice, and distinctions based service delivery

- Ensure the Centre's processes and activities are compliant with OCAP® principles and privacy laws.
- Provide timely updates to the Chiefs in Assembly on the Centre's work and progress towards objectives in accordance with the Centre's mandates from the Board of Directors and as set out in the resolutions by the Chiefs in Assembly.

2. Governance, Reporting & Accountability

- Prepare quarterly and annual reports and independent audits for the Centre's Board of Directors and the Chiefs in Assembly and coordinator, for onward reporting to the funders with detailed monitoring of all projects funded as well as prospective projects
- Support the Board in fulfilling its governance responsibilities, including policy development, strategic oversight and adherence to funder obligations
- Ensure compliance with all URN terms and conditions, and other funders as identified, and internal governance documents

3. Financial & Risk Oversight

- Manage annual budgets, financial controls, and expenditures authorities in accordance with Board approved financial policies
- Ensure a transparent, fair, and accountable funding distribution to First Nation-led housing projects, and other sub recipients and project investments as prioritized
- Monitor organizational performance against approved plans and budgets, with regular reporting to the Board.

4. Program Oversight & Housing Delivery

- Oversee the development, assessment, and approval processes for shovel-ready projects
- Determine future year strategic priorities and program parameters for housing delivery informed by projects underway and prospective future projects
- Provide technical assistance and guidance to projects as they advance in planning, design, funding approvals, construction procurement and operational planning
- Identify opportunities for detailed technical assistance supports including engagement of development and expert consultants and advisors

5. Partnerships & External Relations

- Build and maintain strong relationships with First Nations communities, the Political Territorial Organizations (PTOs), the Independent and Unaffiliated First Nations, Indigenous service and non-profit housing providers, municipalities, and federal/provincial partners
- Represent the Centre in high level discussions, advocacy efforts, and intergovernmental engagements
- Promote collaboration within the affordable housing sector including non-profit and mission-aligned developers, philanthropic partners, and technical experts

6. Human Resources & Organizational Development

- Recruit, supervise, and evaluate staff, ensuring supportive and inclusive workplace practices and fostering a healthy organizational culture

- Implement performance management systems, including annual ED performance reviews by the Board

QUALIFICATIONS:

- Minimum of 8-10 years of senior leadership experience in Indigenous housing, non-profit affordable housing, residential or mixed-use development, community and economic development, public administration, or related fields
- Preference will be given to candidates with a post-secondary education in urban planning, real estate development, architecture, engineering (construction management focus), real estate finance, business or public administration, Indigenous governance, or a related field
- Demonstrated experience in one or more stages of the development project cycle including: land or turnkey project acquisitions, planning and site plan approvals process, building permits, procurement/tendering, construction and occupancy planning
- Demonstrated experience managing large budgets and complex funding agreements
- Strong understanding of project feasibility including analyzing pro forma capital and operating budgets for real estate development projects and familiarity with the financial structure of affordable housing developments
- Knowledge of and experience with key funding and financing programs for affordable housing such as URN, Canada Mortgage Housing Corporation (CMHC) programs, Federation of Canadian municipalities, Build Canada Homes, and other community and private lending tools is an asset
- Experience working with First Nations leadership, Political Territorial Organizations (PTOs), and community organizations
- Strong understanding of First Nations governance, rights holder accountability, and distinctions-based approaches
- Excellent team leadership, communication, strategic planning, and relationship building skills
- Excellent interpersonal, written, and verbal communication skills
- Knowledge and experience using Microsoft Office programs including advanced capabilities in Excel, Word, and PowerPoint to create management reports, infographics and presentations Membership in Canadian Institute of Planners (CIP), Ontario Association of Architects (OAA), Project Management Professional (PMP) or LEED Accredited Professional certification would be an asset
- *Preference will be given to qualified First Nation applicants as per section 16(1) of the Canadian Human Rights Act.*

Terms of Employment:

- Full-time position with an initial 2-year renewable term, subject to annual Board performance review
- Ability to travel extensively;
- Flexibility to work varied hours as required;

- Valid Criminal Record Check (CPIC);
- Valid Ontario Driver's License and access to a reliable vehicle;
- Must be bondable, if required.

BASE SALARY: \$180,000 - \$216,000 per year, as determined by experience

POSTING PERIOD: July 16th, 2026 – September 30th, 2026

Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org

All Applicants must be eligible to work in Canada.
Only successful Candidates will be contacted.