



# Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

Grande Spirit Foundation 9505 – 102 Avenue, Grande Prairie, AB T8V 7G9

The GSF organization is currently recruiting an advanced business-centric **Director of Operation** to join its GSF team. This position shall collaborate with the CAO in the development and execution of short-term and long-term operational plans. The Director will maximize efficiency and productivity and be accountable for the performance of all seniors housing properties, family housing properties, and in partnership with the facilities & maintenance division in accordance with all appropriate legislation(s) and Board policies.

## Main Responsibilities:

- Set performance metrics and increased productivity through analyzing current operational processes and performance, recommending solutions for improvement when necessary
- Plan, monitor, and analyze key metrics for the day-to-day performance of the operations to ensure efficient and timely completion of tasks
- Manage the ongoing evaluation of departmental programs, by tracking, reporting, and evaluating relevant statistics, including the organization-wide department measurable outcomes
- Work with Departmental Managers in the development of financial and budgetary plans
- Oversee the departmental management, customer service, budgeting, human resources management, supply chain coordination, asset, and OH&S compliance of all seniors housing properties
- Supervise senior staff from different departments and provide constructive feedback
- Consult with CAO and executive management during housing project development to ensure that program designs and structures are appropriate to funding and contract requirements
- Build and manage an effective team by providing credible leadership and by ensuring all programs follow company strategy, policy, practices, and legislative regulations
- Develop and maintain partnerships with various external stakeholders

## **Senior Housing**

Overseeing the efficient operation and management of the Senior Housing Department according to all pertinent legislation and Board policy. To manage the ongoing evaluation of Housing programs, by tracking, reporting, and evaluating relevant statistics, including the organization-wide Housing measurable outcomes. Also, develop, implement, and monitor day-to-day operational systems and processes that provide visibility into goals, progress, and obstacles for key initiatives

## **Family Housing Main Responsibilities**

Overseeing the efficient operation and management of family, permanent supportive, and special purpose housing programs and for the provision of safe, quality services and programs for the tenants according to all pertinent legislation and Board policy. Also, to ensure the safety and security of staff, the public, and partnering organizations. Working with the Family Housing Manager to ensure the implementation of all policies and procedures as defined by the Board of Directors

## **Facilities & Maintenance Main Responsibilities**

Working with the operations of the maintenance and management of all facility productivity through analyzing current operational processes and performance and recommending solutions for improvement when necessary.

## Experience and Qualifications:

- Bachelor's degree in business administration or related field
- Minimum of 5 years senior leadership role in housing management, property management, hospitality, healthcare, or other relevant fields
- Experience in building management is a strong asset
- Flexible and effectively manage multiple, competing priorities and deadlines
- Superior leadership qualities with excellent verbal and written communication skills
- A genuine interest and empathy for people in need
- Skilled with computer software Microsoft Office365 and SharePoint
- Thrive in a fast-paced environment with an ability to multi-task, set priorities, and meet deadlines
- A genuine interest and empathy for the care of senior citizens and low-income families and individuals

## Perquisites:

Grande Spirit Foundation provides amazing incentives:

- Competitive compensation
- Exceptional Health & Dental Benefits along with Life Insurance along with RRSP matching option
- Great vacation and Work/Life balance incentives
- Supportive in Professional Development and ongoing Training for all levels of staff
- The ability to work in a Progressive and Innovative organization

**Interested? Then please apply by September 21, 2021, at [HR@grandespirit.org](mailto:HR@grandespirit.org)**

The Grande Spirit Foundation would like to thank all applicants for their interest in our organization; however, only those selected for the interview process will be contacted.

The Grande Spirit Foundation hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. Please note that a successful candidate will be required to undergo a Criminal Record Check prior to commencing the job role.