

JOB POSTING

WBCLT EXECUTIVE DIRECTOR

CONTRACT POSITION

West Broadway Community Land Trust (WBCLT)

**WEST
BROADWAY
COMMUNITY
LAND TRUST**

The West Broadway Community Land Trust (WBCLT) is a community-based multi-stakeholder co-operative created with the purpose of acquiring and stewarding land in West Broadway to protect and create permanently affordable housing and community-serving spaces.

The WBCLT's vision is to disrupt gentrification in West Broadway and protect and steward an inclusive, safe, and thriving neighbourhood where community members have access to tenure-secure, quality and permanently affordable housing, and can meaningfully shape and contribute to this vibrant community on Treaty One land.

Since 2024, the West Broadway Community Organization has supported the creation of the WBCLT. The Executive Director will be the first dedicated staff for the WBCLT and will be tasked with establishing the newly incorporated organization and mobilizing its membership.

The WBCLT Executive Director will lead and coordinate the organization by supporting its board of directors and member committees, managing and liaising with its membership, securing operational and capital funding, managing WBCLT's first property acquisition(s), and developing an asset management service for affordable housing providers.

ROLES & RESPONSIBILITIES

- Developing WBCLT's asset management service:
 - Receiving training on residential asset management, including financial and capital planning for renovations and retrofits.
 - Assuming asset management responsibilities for WBCLT property
 - Managing quantity surveyor contracts.
 - Creating asset management service agreements in consultation with local housing providers.
 - Promoting WBCLT's asset management service to housing providers and securing new contracts.

- Fundraising and financial management:
 - Tracking expenses and outcomes and meeting reporting requirements for grant funding.
 - Spending in compliance with WBCLT's procurement policy.
 - Managing operational budgets for the organization in partnership with WBCLT's treasurer.
 - Maintaining awareness of funding sources and positive relationships with funders.
 - Securing operational and project-based funding.
- Supporting WBCLT's governance:
 - Reporting to the WBCLT board of directors with clear and detailed information to empower decision-making.
 - Coordinating members committee meetings. Standing committees include business operations, governance, and communications.
 - Managing and liaising with WBCLT's membership. Coordinate information sharing for member recruitment, mobilize members to be involved in committees and board, and report back to membership through quarterly general meetings and monthly newsletters.
- Overseeing WBCLT's property acquisition:
 - Overseeing the project manager, or acting as project manager for WBCLT's acquisition activities. The Executive Director will work in collaboration with the acquisition team (WBCLT members and consultants) to identify acquisition opportunities, submit an offer to purchase, build a proforma, secure financing, conduct due diligence, and seek board approval to purchase.
 - Interviewing, providing recommendations, and retaining consultants for the acquisition team.
 - Securing partnerships to operate the housing under a non-profit or co-operative model.
- Building the WBCLT's organization and capacity
 - Mapping an organizational chart and planning for future staffing.
 - Hiring, training, and supervising additional staff and interns.
 - Develop policies and processes for the organization in collaboration with the governance committee.
 - Being a spokesperson for the WBCLT.

QUALIFICATIONS & EXPERIENCE:

- **Education:** Graduate degree in urban planning, business management, social services or a related post-secondary discipline. A combination of extensive sector experience in real estate development, housing operation, social enterprise, and/or community organizing will be considered.
- **Experience:** Proven project management, fundraising, business management, sales, grant writing and community organizing experience will all be considered as relevant experience. Experience working directly with Indigenous organizations and/or communities is considered an asset.
- **Sector Knowledge:** In-depth understanding of the community housing sector, especially pertaining to the strengths and challenges of non-profit and co-operative housing.
- **Skills:** The ideal candidate will be entrepreneurial, highly organized and self-directed with an ability to manage a variety of parallel tasks. They will achieve a balance of skills in both business acumen and community organizing. They will have strong financial literacy. They will be competent in community engagement and facilitating consensus-based decisions. They will be an excellent communicator and will prepare clear and detailed reports to the WBCLT's board, members and funders.

WORK ENVIRONMENT

- Most work will be done remotely in proximity to the West Broadway neighbourhood. Must be able to hold regular meetings in person in the West Broadway neighbourhood. Will have access to WBCO's board room at 748 Broadway.
- WBCLT ED will need to have a personal computer and reliable internet access sufficient to operate Microsoft Office programs and hold remote meetings.
- Flexible hours at 37.5 hours per week. Will need to work some evenings and weekends to facilitate member meetings and outreach.

COMPENSATION & BENEFITS

- A competitive salary range of \$75,000 - \$80,000 per annum
- One-year term contract with possibility of extension according to successful

funding and performance

- The full contract will be subject to a four-month probationary period with monthly performance reviews

HOW TO APPLY

Please email your resume and cover letter to housing@westbroadway.mb.ca on or before August 21, 2026