



Valley Roots Housing Association

Job Posting: Executive Director

Application deadline: January 16, 2026, 5:00pm AST

Valley Roots Housing Association (VRHA) is seeking a collaborative and experienced Executive Director (ED) to support the operations, and the development of our cooperative and non-profit housing communities.

Our Mission is to provoke the creation of affordable, attractive, energy-efficient, sustainable, and, where possible, supported housing in the Annapolis Valley Nova Scotia.

Our vision is to create a network of sustainable, inclusive, and affordable housing developments in the Annapolis Valley, Nova Scotia.

The ED role will help realize the vision of the VRHA in the creation of 100 affordable housing units throughout the Annapolis Valley, with the first phase being in Kings County. This will be achieved through new housing developments and acquisitions. The ED needs to be passionate about affordable housing, building relationships with stakeholders and partners. The ED reports directly to the Board of Directors of VRHA.

Executive Director's Key Responsibilities

Accountability

- Report to the Board of Directors
- Present monthly reports to the Board of Directors
- Support the implementation of Board policies and strategic priorities
- Represent VRHA professionally in public forums
- Organize and track all operational and project documents
- Uphold the organization's commitment to transparency, equity, and member-led governance

Project Development and Management

- Gather a knowledge base of information about current housing programs and funding opportunities
- Support the development and planning of affordable housing projects
- Develop and implement strategies to effectively deliver on funding applications and commitments



- Efficiently prioritize project tasks, manage workload, meet project timelines, delegate tasks to consultants, provide appropriate direction when needed
- Generate opportunities to develop and maintain strong community partnerships and relationships within various community and with consultants, funders, municipal staff, builders, etc.
- Ensure all project communications are coordinated and delivered professionally, concisely and promptly
- Be able to work collaboratively with VRHA board and its partners to ensure projects reflect values and culture of the Association.
- Proactively seek out and develop unique opportunities for skill building to be included in the housing projects
- Prepare briefing notes for Board as needed

Budget Coordination

- Work with the Treasurer and Finance Committee/bookkeeper to prepare annual operating budget
- Coordinate monthly and annual financial reports for presentation to Board Meetings
- Coordinate project spending with bookkeeper to ensure project budgets are on track
- Prepare statements for funders, and ensure alignment with funding agreement requirements

Property Management & Maintenance

- Oversee the daily operations and maintenance of VRHA properties
- Ensure all buildings meet safety, accessibility, and code standards.
- Liaise with property maintenance personnel at each site to ensure annual unit inspections
- Supervise trades personnel doing maintenance
- Manage and maintain all maintenance records

Tenant and Member Relations

- Work with the board and Membership Committee to develop fair and transparent tenant/member selection processes in collaboration with the Membership Committee for the Valley Roots Housing Cooperative Ltd. (VRHC)
- Support community engagement initiatives and promote cooperative participation by members
- Oversee procedures for rent collection and address tenancy concerns in line with cooperative principles
- Encourage resident involvement in decision-making consistent with VRHC's by-laws.
- Liaise with support services agencies as required
- Market vacancies as required
- Develop strategies to maintain full occupancy

HR Duties

- Human Resources management and knowledge of managing consultant contracts and employees
- Adhere to HR policy for annual staff performance reviews

Training and supporting trainees

- Explore and create opportunities to provide on-the-job experience and training on aspects of various projects that will benefit unskilled individuals who can benefit from training for skills in the labour market such as landscaping, construction trades, building maintenance, etc.



Legal and Regulatory Compliance

- Maintain corporate and legal records including board correspondence and minutes
- Liaise with legal counsel as needed
- Ensure compliance with applicable housing legislation, co-op by-laws, tenancies act, etc.
- Administer insurance coverage and claims

Submit required filings to government agencies and funders (annual Registry of Joint Stocks)

- Liaise with police, fire, utilities and housing regulators

Governance Support

- prepare board packages for meetings and circulate in advance of meetings
- organize board orientation and annual planning sessions
- Provide clear, actionable information to assist board in decision making
- Promote communication between board, staff, members and community
- Advise board and co-op membership on roles, responsibilities and governance policies

Other Responsibilities

- Represent VRHA at workshops and conferences
- Keep up to date on housing trends, policy, municipal planning strategies, provincial legislation, construction trends, sustainable operations, funding programs, accessibility and inclusivity best practices, information technology, residential tenancies legislation and other relevant topics.
- Participate in and demonstrate an ongoing commitment to strategic initiatives
- Others duties as assigned as development work progresses

Essential Qualifications & Requirements

VRHA welcomes all experienced leaders to apply; however, considering the breadth and complexity of the position, we will prioritize candidates with the following attributes or equivalent combination of education and experience:

Education

Post secondary education (degree, diploma, certificate) in urban planning, engineering, public administration, project management, land economics or related fields.

Experience

- Minimum 1-3 years of experience in cooperative or non-profit housing management or equivalent experience
- Experience in the non-profit housing sector would be an asset
- An equivalent level of skills and experience will be considered

Knowledge, Skills and Attributes

- Familiarity with Nova Scotia housing legislation and cooperative governance
- Proven skills in financial oversight, maintenance coordination, and team leadership
- Excellent organizational skills and attention to detail



- Strong communication, interpersonal, staff management and conflict resolution skills
- Aptitude in decision-making and problem solving
- Ability to work well under pressure and manage tight timelines with multiple demands and competing timelines
- Demonstrate project and change management skills
- Understand diversity, equity, inclusion, decolonization and indigenization best practices and principles
- Demonstrated skills in MS Office Suite
- Experience with government funded affordable housing programs and related reporting requirements would be an asset
- Experience with subsidized and market rental housing would be an asset
- Lived experience in social housing would be an asset
- Must have access to reliable transportation to conduct business during office hours, in evenings and weekends as needed, and a valid drivers license
- Commitment to participatory, inclusive, and member-centered service delivery

Working Conditions

This is a full-time position (35 hours/week). Some remote work may be possible. Occasional evening and weekend work is expected to participate in meetings. The position includes travel between sites and participation in community meetings.

Compensation & Benefits

Salary is \$65,000-75,000 annually based on experience and qualifications, along with professional development, paid vacation. Other benefits may be provided when budget allows.

How to Apply

Please submit your resume and cover letter explaining how your experience aligns with VRHA's mission and the responsibilities of this role. Send applications to valleyrootshousing@gmail.com with the subject line 'Executive Director Application'.

We encourage applications from members of equity-deserving groups and those with lived experience in community housing.

Our values and guiding principles for housing development are that we:

- *Believe everyone deserves affordable housing, including those who are marginalized or live below the NS poverty line*
- *Support a "housing first" approach when all necessary supports are available for success*
- *Focus on building community*
- *Create housing near services, amenities, and transit systems*
- *Create opportunities for learning, skill-building, mentorship and support*
- *Build at least 25% of the units to fit the definition of "deeply affordable"*
- *Support the building of housing that is dignified; aesthetically attractive, and non-stigmatizing*
- *Build housing that is energy efficient favouring passive solar when possible*
- *Support developments with maximum greenspace, garden space, and outdoor living space*