

Position Profile

Chief Executive Officer

Reports To:	Board of Directors
Organization:	HAVAN
Date:	December 1 st 2024
Salary:	\$160,000 – \$220,000
Applicant Deadline:	January 13 th , 2025

ABOUT HAVAN

The Homebuilders Association Vancouver (HAVAN) is Canada's fastest-growing and second-largest homebuilder association, representing over 1,100 members from across the homebuilding industry. Since 1974, HAVAN has united builders, developers, renovators, designers, suppliers, sub-trades, and professionals who construct more than 65% of Metro Vancouver's homes.

Known for its knowledgeable and resourceful membership, HAVAN provides a trusted platform for industry endorsement. Members proudly display the widely recognized HAVAN logo, a symbol of credibility that opens doors and builds trust with clients and partners. HAVAN is dedicated to supporting its members through education, networking opportunities, and government representation. By working together, HAVAN members amplify their collective voice, creating meaningful impact at all levels of government to address the region's housing needs.

Affiliated with the provincial Canadian Home Builders' Association of BC (CHBA BC) and the national CHBA, HAVAN continues to lead with a mission to support a collaborative and innovative homebuilding industry.

Mission: To support a collaborative and innovative homebuilding industry.

Vision: To be the trusted voice of the homebuilding industry.

Guiding Principles (ACE): Advocating, Connecting, Educating.

HAVAN's commitment to excellence and advocacy ensures its members remain at the forefront of Metro Vancouver's homebuilding landscape.

ABOUT THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) of HAVAN is a visionary leader and strategic driver responsible for steering the organization's mission to support a collaborative and innovative homebuilding industry. As the trusted voice of the sector, the CEO leads HAVAN's efforts to advocate for its members, influence public policy, and champion the residential construction industry's needs and opportunities. This role involves developing and executing strategic initiatives that position HAVAN as a leader in advocacy, education, and community connection while fostering a culture of excellence within the organization.

Reporting directly to the Board of Directors, the CEO oversees the association's operations, ensures financial stability, and provides leadership to a dedicated team. The CEO is also responsible for nurturing a positive organizational culture, attracting, retaining, and developing top talent, and ensuring that HAVAN's human resources align with its strategic goals. The CEO plays a pivotal role in building and maintaining strong relationships with members, government representatives, and industry stakeholders to advance HAVAN's objectives. With a membership of over 1,100, including builders, developers, renovators, and other industry professionals, the CEO champions their collective interests while promoting innovation, sustainability, and growth in Metro Vancouver's housing sector.

This role demands exceptional leadership skills, strategic foresight, and the ability to inspire collaboration across diverse groups. The ideal candidate will bring a deep passion for the homebuilding industry, a proven track record of organizational leadership, and the ability to adapt to an evolving industry landscape while ensuring HAVAN's continued impact and relevance.

KEY LEADERSHIP ACCOUNTABILITIES

Corporate Governance

- Oversee the efficient and effective day-to-day operation of the organization.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities.

Stakeholder Relationships

- Work with elected officials to build and maintain strong and resilient relationships with key stakeholders at the key Metro Vancouver municipalities to leverage those relationships to effect positive change on behalf of consumers and HAVAN members.
- Advise and support the Director of Government Relations and the member-lead Government Relations Committee on housing policies and strategies to effect change.
- Actively participate on member-lead Marketing & Communications Committee.

- Oversee and approve HAVAN's Communications Strategy.
- Oversight of HAVAN's brand management and strategy.
- Act as principal spokesperson for HAVAN on all matters.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board and jointly when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Corporate Culture

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its clients, Board and membership.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board.
- Develop privacy & confidentiality plan to ensure that personnel, client, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

Program Planning and Management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.

- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

Financial Planning and Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate for the CEO role at HAVAN will bring a robust combination of education, experience, and skills that equip them to lead a dynamic and influential organization. A bachelor's degree in business, construction management, urban planning, or a related field is required. You should have at least 10 years of senior leadership experience, ideally in a member-based association, non-profit, or the homebuilding and construction industry. Demonstrated expertise in strategic planning, financial management, and organizational growth is essential. A deep understanding of the homebuilding sector and the challenges and opportunities it faces, is an asset. Strong interpersonal and communication skills are a must, as you will be responsible for building relationships with a broad range of stakeholders, from government representatives to industry leaders. Proven experience in advocating for industry interests, managing teams, and driving change in an evolving marketplace will be key to your success in this role. The ability to inspire a diverse team, lead with integrity, and demonstrate a deep commitment to the mission of HAVAN will set you apart as the ideal candidate. The following skills and competencies are desired:

Key Competencies

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Innovate:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Client Focused:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

If you are a dynamic and visionary leader with a passion for shaping the future of the homebuilding industry, this is your opportunity to make a lasting impact. HAVAN is seeking an individual who thrives in a strategic and collaborative environment, with the drive to champion the needs of our members and the industry at large. You are a natural relationship builder, adept at fostering connections with diverse stakeholders, including industry leaders, government officials, and community partners. Your leadership style inspires and empowers teams, creating a culture of innovation, excellence, and shared purpose. With a proven track record in organizational leadership, advocacy, and strategic execution, you bring the expertise needed to elevate HAVAN's role as the trusted voice of the homebuilding sector. If you are ready to lead one of Canada's fastest-growing homebuilding associations into its next chapter of growth and innovation, we want to hear from you! We ask those individuals with an interest in further exploring this exciting opportunity to submit their resumes to: Kam Ketler at kam.ketler@mnp.ca