



Do you love all the moving parts and details of running great conferences? Are you ready to apply your skills and experience to the top issue of the day – supporting a thriving housing system where everyone realizes their right to housing? The Canadian Housing and Renewal Association, the national voice of the community housing sector, is recruiting a **Director of Events and Partnerships**

Director of Events and Partnerships

Reports to: Executive Director, CHRA

Hours: 35 hours per week

Compensation: starting wage \$82,679 to \$95,243 depending on qualifications and experience. Maximum wage \$113,667.

Benefits: Starting at 15 days/year paid vacation, plus 2 annual discretionary flex days
Reduced work week in July & August with Fridays off

12 paid sick days/year

Extended health benefits

Matched RRSP payments at additional 5% of salary

Location: CHRA offers a hybrid work environment, with the possibility of remote work from anywhere in Canada.

Application: Send cover letter and resume to Ray Sullivan, Executive Director (Ray@chra-achru.ca) before 3:00 pm ET, Tuesday, January 21, 2025.

Interviews will be online, Monday January 27.

CHRA's mission is to lead and provoke system-wide action toward the right to housing for all by serving as the national voice of the community housing sector and creating the conditions for community housing providers to achieve their goals.

Our strength comes from our members. As a national membership-based organization, we represent organizations and individuals from every Canadian province and territory. Our members include affordable and social housing providers, Indigenous housing

providers, municipalities, provincial and territorial housing departments, housing associations and networks, non-profit organizations, business partners, and individuals.

Reporting to the Executive Director, the Director of Events and Partnerships is the lead staff responsible for CHRA events, sponsorships and revenue-generating activities. They oversee national conferences, events, and engagements that steward the next generation of housing professionals to grow, sustain the housing sector, and help community housing providers achieve their goals. They develop and manage programs to better serve our members, diversify our revenue sources, and grow our reach. The Director of Events and Partnerships supervises the Membership & Program Coordinator.

The Director of Events and Partnerships works with the Executive Director and CHRA membership to make CHRA the go-to partner to gain expertise and collaborate on housing outcomes and foster connections and a community of practice toward housing solutions in Canada.

Responsibilities:

Conferences and Events

- Lead budgeting, planning and logistics for all CHRA conferences and events, including the National Congress, Housing on the Hill, Awards program, and other activities as needed.
- Manage the CHRA Awards program, under direction from the Board of Directors' Awards Committee.
- Plan, manage and execute the annual CHRA Congress, including logistics for approximately 500-700 participants, catering, AV requirements, meeting space requirements, hotel blocks and transportation.
- Coordinate with other CHRA staff on program content, speakers, and topics for the CHRA Congress
- Plan, manage and execute logistics for the annual Housing on the Hill event, working closely with the Director of Policy and Government Relations on strategic planning and content development for the event.
- Plan, manage and execute other events, meetings and conferences, online and in-person, as necessary.

Partnerships and Sponsorships

- Develop partnerships and sponsors, across all CHRA programs and activities.
- Manage sponsor relationships, ensuring commitments and deliverables are tracked and completed.
- Coordinate with the Manager of Communications & Member Engagement on developing sponsor recognition options and to satisfy commitments.

- Seek opportunities to increase revenue from sponsors and partners.
- Work with other CHRA staff to support grant applications as necessary.

Leadership

- Support and contribute to an inspiring team environment with an open communication culture.
- Collaborate with CHRA staff, the Board of Directors, and members to achieve CHRA's mission and execute its strategic plan.
- Supervise, coach, and support the Membership and Program Coordinator.

Qualifications

- Minimum 7 years' experience in experience in coordinating complex events.
- Excellent English communication skills, including writing and verbal skills.
- Bilingualism in English and French is a definite asset.
- Highly organized and offers exceptional attention to detail.
- Excellent customer service ethic and high expectations for quality.
- Ability to work as part of a team.
- Excellent interpersonal skills, strong relationship management, with a high level of professionalism.
- Ability to accomplish projects with little supervision.
- A university degree is an asset.

CHRA fosters an inclusive work environment. We welcome and prioritize applications from Indigenous Peoples, racialized people, folks with disabilities, people with lived experience of poverty and homelessness, and those who identify as 2SLGBTQIA2+. We can accommodate during all phases of the selection process. We invite applicants to self-identify if they are part of a priority group.