

Director of Housing
The Alex Community Health Centre
Permanent | Full-Time



Who We Are:

The Alex is a non-profit health and social services organization that has provided integrated and accessible supports and thoughtful, comprehensive care to Calgarians for almost 50 years. With a full complement of health, housing, and community programs, the Alex is a hub of supports and outreach services for people who are experiencing poverty, trauma, social isolation, or health challenges including addiction.

What You Will Do:

The Director of Housing is responsible for optimizing program performance, setting strategic vision, ensuring long-term financial sustainability and maintaining compliance with The Alex's theory of change and evaluation priorities. Reporting to the Chief Executive Officer (CEO), this position is focused on providing strategic direction and leadership for the delivery of Housing services, utilizing different clinical interventions and housing options to best meet the needs of a vulnerable population. This role will represent our Housing programs at the Executive level, to the Board and to the community.

- Collaborate with Senior Leadership Team to develop short- and long-range fund development plans and programs that support the organization's values, mission, and general objectives.
- Evaluate, adjust, and develop fundraising strategy, plans and engagement activities to meet financial needs and increase stakeholder support.
- Designs and implement best/next practice impactful, cost-effective fund development and major gift programs, ensuring solid return on investment.
- Manage and research donor prospect lists, prepare materials and provide support to staff, board members, and volunteers for solicitations.
- Ensures there is a communications strategy and work plan to support fundraising and engagement strategies and activities.
- Provide general oversight of fund development activities and manage the day-to-day operations of The Alex's development function.
- Develop and implement project management systems that accurately monitor and prioritize prospect potential & activity, return on investment of events and rate of return on team activity.
- Provide regular reports to track funds raised, potential prospects, and future activities.
- Oversee process of communicating reporting requirements to Research and Operations teams to ensure funders receive appropriate data on program/project achievements and statistics in alignment with funding agreements.
- Create opportunities, both proactively and responsively, to engage in dialogue with community stakeholders to allow The Alex to listen, learn and share information in alignment with organizational goals.
- Supports attainment of the organization's fund development goals through the selection, development, motivation, and evaluation of human resources, both professional and volunteer.
- Works with the CEO and leadership volunteers to enable the board and its members to fulfill their fund development roles. Facilitates the optimum interaction between management and volunteers.
- Keep informed of changing landscape of government, business and community support for non-profit social service and health initiatives, adjusting strategy and activity to maximize opportunities.
- Maintain ongoing knowledge of best and emerging practices in philanthropy and fund development as well as the general fields of management and the not-for-profit sector.
- Practice ethical fundraising, aligned with the mission and values of The Alex

What You Bring:

- Master's degree in discipline relevant to social and community portfolio; ideally an MSW, and/or combination of experience and education.
- Minimum 10 years' experience in a leadership role, with significant human resources and financial accountability experience
- Competency with standard Microsoft Office Suite is essential
- Excellent written and verbal communication skills; the ability to confidently represent The Alex in public forums
- Relevant experience in social service or non-profit sector an asset, including direct experience in any area of social programming, legal services, or community development
- Ability to plan and manage a large budget
- Familiarity with an interest in data collection, the theory of change, the concept of evidence-based practice, and program evaluation
- Superior people management skills
- A satisfactory criminal record clearance and a Child Welfare Intervention Check are required
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action is an asset

Though nominally located in the administration offices at the Alex, this position is expected to be regularly present throughout all reporting programs.

How To Apply:

If you are as passionate as we are about making a difference in people's lives, please visit our Career Centre: [Jobs at The Alex | The Alex](#). This position will remain open until a suitable candidate is found.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.