



Aboriginal Housing Management Association

## JOB POSTING – Portfolio Manager

**Please submit  
 your application  
 to: [kwong@ahma-  
 bc.org](mailto:kwong@ahma-bc.org)**

*This posting will remain open  
 until the position is filled.*

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

### About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in Urban, Rural and Northern housing. We oversee the administration of operating agreements between housing providers and Indigenous housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust.

Every employee on our team is integral to ensuring our success and the success of the Indigenous Housing and Service Providers we serve across BC.

To learn more about AHMA and what we do, please visit our website at: [www.ahma-bc.org](http://www.ahma-bc.org)

### Overview:

*Ha7lh skwáyel – Squamish for "Good morning/afternoon."*

We are seeking a Portfolio Manager (PM) to join our team and support budget formation, monitoring, and financial analysis. This role will be a part of the Housing Operations team (HOPs) to develop and manage budgets that align with funding objectives and organizational priorities, ensuring compliance with reporting requirements and driving continuous improvement in budgeting processes.

### Who we are looking for:

#### Training, Education, and Experience

- Bachelor's or master's degree in business administration, social services, public administration or other relevant discipline, including courses in non-profit society management and/ or social service delivery.
- Up to six years of well-rounded experience in positions within non-profit society management; or delivery of social services and community-based programs.
- Strong analytical skills with a demonstrated ability to interpret financial data.
- Proficiency in financial reporting software and data visualization
- High proficiency in using Microsoft Excel and creating databases, templates and analysis.
- Proven experience working with Indigenous people (direct experience working within a First Nations environment is preferred)
- Excellent verbal and written communication skills
- Good attention to detail
- Well-developed skills in prioritizing, organization, decision-making, and time management
- Excellent personal motivation with a proven ability to build relationships and work collaboratively in a team environment
- Ability to work independently and lead complex projects

*(A combination of education and experience may be taken into consideration)*

### Critical Success Factor:

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people, history, justice issues, and cultures, preferably with strong British Columbia First Nations connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

*Chet kw'enmantumiyap – Squamish for "We are thankful to you all."*



# JOB DESCRIPTION – Portfolio Manager

Reports to: Manager, Housing Operations

## ROLE DESCRIPTION

The Portfolio Manager (PM) is responsible for supporting and managing a full range of services for urban, rural, and northern indigenous non-profit housing projects and programs under various agreements with the Aboriginal Housing Management Association. This role must possess a high degree of housing experience and strong financial and budgetary knowledge, while understanding agreement compliance in accordance with provincial and federal programs.

The PM is responsible for preparing annual budgets, subsidy adjustments and ensuring there is financial sustainability within AHMA's purview to best enhance services. Other responsibilities include making client visits, supporting new housing projects, writing meeting and briefing notes and conducting operational reviews. Further, while reviewing and monitoring agreements, the PM analyzes and interprets information to ensure compliance and initiates corrective action when necessary. The PM position is a hybrid office position; however, it requires the individual to attend onsite visits with housing providers or other out-of-office locations.

## Key Competencies

- **Analytical Thinking:** Ability to analyze complex data and provide actionable insights.
- **Attention to Detail:** Ensures accuracy in financial reporting and budget tracking.
- **Communication Skills:** Capable of clearly conveying financial information to Management and stakeholders.
- **Problem-Solving Skills:** Identifies financial challenges and suggests effective solutions.
- **Adaptability:** Flexible in responding to changing financial needs and priorities.

## Portfolio Manager Position Pillars and Associated Skills

Relationship	Knowledge	Finance	Process
<ul style="list-style-type: none"><li>• Negotiation</li><li>• Difficult discussions</li><li>• Active listening</li><li>• Networking</li><li>• Relationship development</li></ul>	<ul style="list-style-type: none"><li>• Housing Provider history</li><li>• Housing operations</li><li>• AHMA history</li></ul>	<ul style="list-style-type: none"><li>• Budgeting</li><li>• Financial Review basics</li><li>• Forecasting</li></ul>	<ul style="list-style-type: none"><li>• Internal AHMA Procedures</li><li>• BCH processes</li><li>• Risk assessment</li><li>• Reporting</li></ul>



This is a remote position, however, may include selected candidate to travel on needs basis including in person meetings, housing and annual AHMA events.

#### **Budget Preparation and Monitoring**

- Develop and prepare annual budgets in collaboration with Housing Providers utilizing previous financial statements and reviews.
- Monitor budgets throughout the year, ensuring spending remains within approved limits and aligns with AHMA's overall budget.
- Provide regular reports on budget performance, identifying any variances and recommending corrective actions as needed.

#### **Financial Analysis and Reporting**

- Conduct thorough financial analyses, including variance, cost, and trend analysis, to inform decision-making.
- Create detailed financial reports, forecasts, and models to support strategic planning and provide recommendations for resource allocation.
- Present findings to management in a clear and concise manner.

#### **Expense Tracking and Control**

- Track and analyze organizational expenses, ensuring accuracy and compliance with budget allocations.
- Implement systems and processes for tracking expenses and forecasting future costs.
- Develop strategies for cost optimization and financial efficiency.

#### **Forecasting and Planning**

- Assist in long-term financial planning and forecasting based on economic trends, historical data, and market conditions.
- Support the preparation of multi-year financial forecasts and models to guide organizational strategy.

---

### **KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)**

---

#### **Risk Management and Financial Oversight**

- Manages operator relationships to ensure that risks are mitigated as soon as they become aware through ongoing built trust and enhanced service.
- Ensures open communication with housing providers and partners to identify ongoing risks and assesses best practices to address them.
- Prepares annual budgets and subsidy adjustments when required, within AHMA policies, procedures, and guidelines.
- Evaluates potential challenges, ongoing changes or gaps in services and recommends changes to Management.



- Oversees and facilitates the execution of Agreements, liaising with service providers to ensure that core services are being delivered and in compliance.
- The PM is responsible for participating in the financial review presentation, by maintaining files and providing history and feedback prior to the presentation.
- Collaborates with the Finance department in reviewing audited financial statements, to ensure the Society is complying with the Agreement and financial procedures follow audit guidelines.
- Performs site visits to ensure operating subsidies are administered accurately, financial procedures comply with agreements and building deficiencies are identified, while keeping the Manager informed.
- Reviews and evaluates submissions for emergency, extraordinary funding and prepares submissions for Manager's approval.
- Ensures that Provider's Replacement Reserve funds are adequate, and expenditures of these funds adhere to Replacement Reserve guidelines and policies.

#### **Maintains and Shares Knowledge**

- Maintains current knowledge and understanding of AHMA policy and procedures, including AHMA's mandate, strategic plan, and operational framework to carry out PM-related duties.
- Knowledge of federal and provincial programs, their funding arrangements, and parameters
- Knowledge of community and social issues impacting the delivery of housing, health, and social service programs specific to the Indigenous non-profit sector.
- Keeps informed and knowledgeable about Indigenous peoples, and the unique history and culture of individual communities that AHMA serves.
- Keeps informed about non-profit housing and the property management industry in general.
- Remains current with statutes related to housing including the Residential Tenancy Act and the Societies Act.
- Ensures familiarity with the Privacy Act and its application to housing operations and service administration.
- Maintains knowledge of operating and service agreements for a variety of programs for the Indigenous housing sector.
- Develops a working knowledge and understanding of the annual budget and financial review processes.

#### **Builds Collaborative and Productive Relationships**

- Develops and fosters collaborative relationships with AHMA housing and service providers to ensure the effective delivery of safe, affordable, secure, culturally appropriate housing and support programs across the province.
- Provides support, direction, and recommendations regarding all areas of housing operations and client support programs.



- Coordinates the delivery of agreements for a variety of programs for the Indigenous housing sector.
- Acts to prevent, resolve conflict and/or stabilize sensitive or contentious issues and alerts the Manager Housing Operations of developing or potential issues.
- Creates opportunities to problem solve issues to ensure appropriate, efficient, and effective access to programs and services with other departments in AHMA.
- Provides resources to Boards/Executive staff of Non-Profit Societies in the development and maintenance of governance and operating policies, budgeting, maintenance, administration, staffing and operational procedures.
- Provides advice and recommends socially responsible and permissible solutions in areas of tenant management.
- As a primary contact for AHMA, responds to inquiries and shares relevant information with partners, service agencies, the public, non-profit/tenants, and agencies.
- Builds and maintains relationships with BC Housing to ensure AHMA is informed and has up-to-date information on new projects; maintains constructive working relationships and acts as a catalyst in jointly formulating ideas and facilitating creative solutions in responding to challenges in a way that will mutually benefit AHMA, BC Housing, and their partnerships.
- Builds and maintains constructive and effective partnerships with a range of community stakeholders and special interest groups.
- Represents AHMA in meetings with community, municipal, provincial, health and other groups to identify concerns and implement solutions.
- Represents AHMA at community forums, ground-breaking events, opening ceremonies and at other community events as required.

#### **Research, Training and Administration**

- Researches and prepares briefing notes for the Manager as required.
- Organizes and participates in training and seminars.
- Monitors and updates the current AHMA-related data in Housing Connections when required.
- Ensures Operator project information including agreements, memos, briefing notes, and budgets are stored correctly in AHMA's online data folders.
- Ensures operating agreements are up to date and executed by BC Housing, AHMA, and the Provider.
- Assists the Manager with administrative or operational tasks, such as, reports from time to time.
- Performs other related duties that do not affect the nature of the job, including participating in project task teams or assisting with special assignments.
- Ability to summarize and explain complex program information and funding requirements.
- Some knowledge of building structures, property management and housing related software.



- Ability to recognize sound knowledge of issues relating to the anti-violence sector.

#### EDUCATION & EXPERIENCE

- Bachelor's or master's degree in business administration, social services, public administration or other relevant discipline, including courses in non-profit society management and/ or social service delivery.
- Up to six years of well-rounded experience in positions within non-profit society management; or delivery of social services and community-based programs.
- Extensive experience providing advice and consultation to Not-for-Profit Boards and Executive regarding program management and developing strong partner and stakeholder relationships.

*Or an equivalent combination of education, training, and experience acceptable to the employer.*

#### KNOWLEDGE, SKILLS & ABILITIES

##### **Workstyle**

- Be adaptive to ongoing priorities and have a strong sense of organization that ensures that workload and planning align.
- Ability to work together based on mutual respect and understanding of each other, and work to the highest business practice standards.
- Ability to display tact and diplomacy in dealing with a broad range of professions and community stakeholders; and be a socially sensitive administrator.
- Ability to strategize, apply creative thinking and build on existing and potential strengths in working towards solutions to support the long-term health and sustainability of the sector and partners.

##### **Additional Requirements**

- Proficient in the use of MS Office Applications (Excel, Word, PowerPoint, Outlook).
- Ability to travel on AHMA business and work evenings and weekends as required.
- Due to the nature of this role, a valid class 5 driver's license and satisfactory driving record is required.
- Due to the nature of this role, access to a reliable vehicle will be required.
- Participation in community and charitable events.
- Adaptable and dynamic in various administrative tasks.
- Strong communication and interpersonal skills to present information, perspectives and AHMA-related information to partners, providers, or colleagues.
- Ability to take charge and ownership of work.
- Complete data entry and ensure accuracy of entries on AHMA-related databases.

#### Critical Success Factor

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of



Aboriginal Housing Management Association

Indigenous people and Indigenous culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

*Please note: AHMA may modify your duties and responsibilities subject to its operational requirements, and such modifications will not constitute a breach of the terms of your employment agreement”.*

**Salary:** \$53,060 to \$93,652