

JOB POSTING – GENERAL MANAGER

Windward Co-operative Homes Inc.

About Windward Co-operative Homes

Windward Co-operative Homes is a 101-unit mixed-housing community, made up of both townhomes and units in a high-rise residential building. Located in Toronto's waterfront community and opened in 1987, Windward is committed to maintaining high-quality affordable housing through strong member participation, democratic governance, and sound long-term planning. The co-op's mission is rooted in the international co-operative principles, and its vision is to provide affordable, accessible, secure, well-managed housing where members actively shape the community.

Position Summary

Windward Co-operative Homes is seeking an experienced General Manager to oversee the day-to-day operations of the co-op and support the Board of Directors in managing governance and long-term planning. This is a full-time, on-site position (37.5 hours per week). Some evening or weekend work will be required.

The General Manager is responsible for leadership of the co-op's operations, implementation of policies and by-laws, financial stewardship, rental assistance administration, capital project oversight, regulatory compliance, member services, and supervision of staff. This role is well-suited to a senior housing professional who is comfortable leading the co-op through a period of operational and capital renewal.

The General Manager reports directly to the Board of Directors and is responsible for executing Board-approved procedures and strategies.

Key Responsibilities

- Oversee daily co-op operations and ensure compliance with policies, by-laws, and relevant legislation.
- Supervise administrative and maintenance staff
- Manage the co-op's financial operations, including oversight of budgeting, financial controls, reporting, and working with auditors.
- Oversee accounts payable/receivable and financial reporting.
- Manage rental assistance administration (CMHC/FCHI-2).
- Monitor arrears and oversee non-payment procedures.

- Oversee capital projects in collaboration with external consultants, engineers, and project managers.
- Prepare Board packages, reports, and support governance processes.
- Oversee internal/external waitlists and vacancy control.
- Support member communication and conflict resolution in accordance with Board-approved policies and procedures.
- Oversee property maintenance and repairs, ensuring preventative maintenance, timely response of work orders, and appropriate use of contractors and staff.
- Ensure compliance with employment laws and WSIB.
- Maintain and innovate administrative systems, databases, and record-keeping.

Qualifications

- Post-secondary education or equivalent combination of experience.
- Minimum 5 years of experience in co-operative/non-profit housing, or residential property management.
- Demonstrated experience working with boards and understanding co-op operations.
- Experience with capital projects, tenders, and construction oversight.
- Knowledge of CMHC'S FCHI-2 program.
- Understanding of Ontario legislation affecting co-ops.
- Strong written and verbal communication.
- Experience supervising unionized staff.

Assets

- Experience using NewViews 2 (NPH).
- Proficiency in Microsoft 365 (SharePoint, Outlook, Word, Excel, Teams).
- Knowledge of administering and maintaining member databases
- Familiarity with CMHC, the Agency for Co-operative Housing, and capital planning.
- Experience working with auditors, engineers, contractors, and legal counsel.
- Understanding of AODA and accessibility requirements.

Salary & Application Details

Annual salary: \$75,000 - \$80,000 per year depending on experience

The co-op offers a comprehensive benefits package as well as employer RRSP contributions after successful completion of the 6 month probationary period

Deadline: Apply ASAP (on-going until the position is filled)

Please submit a cover letter and resume to hiring.windward@gmail.com
Anticipated start date: As soon as possible.

Windward Co-operative Homes Inc is committed to equity, inclusion, and accessibility. Applicants requiring accommodation will be supported in accordance with AODA standards.

Only candidates selected for an interview will be contacted.