

## **Relationship Manager**

### **British Columbia Regional Service Centre, Vancouver**

37.5 hours per week (2 year contract)

#### **About the Agency:**

With our head office in Ottawa, the Agency for Co-operative Housing administers the operating agreements between Canada Mortgage and Housing Corporation (CMHC) and more than 500 housing co-operatives. We have regional offices in Calgary, Vancouver and Toronto.

#### **About the Relationship Manager role:**

Reporting to the Manager, Operations for the Prairies / B.C., the Relationship Manager monitors the compliance of co-op housing clients with their operating agreements, while developing a productive working relationship with each client co-operative. They review the risk rating assigned to co-ops in order to help them improve their results. They monitor compliance with workout conditions and implement approved intervention protocols. The relationship manager is a self-starter who likes deadlines and works well both individually and with a team of high functioning professionals.

To be considered, candidates must have

- excellent analytical and financial skills; CPA designation an asset
- knowledge of accounting principles relating to property management and experience in applying regulations, policies and/or legislation
- significant experience in property management for housing co-ops or non-profit housing organizations
- excellent oral and written communication skills, including plain-language writing
- university degree or equivalent experience.

They have demonstrated high-quality client-service skills, as well as interpersonal and conflict-resolution skills. Their excellent time management enables them to juggle many priorities in an efficient manner. They communicate effectively in English. They have a thorough working knowledge of federal programs and legislation affecting housing co-operatives, which is considered an asset.

The Agency for Co-operative Housing is committed to employment equity and encourages applications from all qualified candidates. Recruitment-related accommodations will be provided upon request.

Salary range: \$70,492 to 82,934 (starting salary will be based on credentials of successful candidate).

**If interested, please send your resumé to [clane@agency.coop](mailto:clane@agency.coop) using “17-009 Relationship Manager - West” in subject line. We will contact only those candidates we wish to interview.**

[agency-public.coop](http://agency-public.coop)