DRUMLIN CO-OPERATIVE HOMES

Position: Housing Co-op Manager

Location: Brantford, Ontario

Deadline: December 15, 2025

ABOUT US…

Established in 1989 in the city of Brantford, Ontario Drumlin Co-operative Homes Inc. is a 91 unit townhouse style housing co-operative providing a safe and respectful living experience for families. We are a Federal ILM housing co-op and operate as a non-profit organization. We are a member co-op of the Central Ontario co-operative Housing Federation (COCHF) and the Co-operative Housing Federation of Canada (CHF CANADA). The daily operation of the co-op is led by a Manager who is accountable to a ten-member board of directors. All members of the co-operative support the ongoing successful operations of the housing co-op.

After more than two decades in the role, the Manager is retiring from this role leaving a legacy of solid governance and member care. This change of personnel makes space to welcome a new onsite operational leader who will continue to manage the short and long-term needs of the co-op to support its continued vibrant sustainability.

ABOUT THE ROLE

The Co-op Manager is responsible for the day-to-day operations, site management, financial activities, and maintenance of the co-op. The Manager works within the guidelines and provisions of all applicable policies and procedures, including the Co-op Corporation Act and the Bylaws, and subject to the direction of the board of directors. The Manager acts as an agent of the board by providing resources and information for decision-making. The Manager is also responsible for the direction and supervision of a part-time Administrative Assistant and other persons contracted or employed by the co-op for any purpose.

CORPORATE RESPONSIBILITIES:

- Maintain corporate records of the co-op as required by the Co-operative Corporations Act of Ontario (the Act).
- File reports and notices with government agencies as required.
- Administer the co-op by-laws, policies, and procedures and act as an agent of the board in legal proceedings and with government agencies, auditors, community and sector organizations.
- Assist the board in establishing objectives, goals, by-laws, management procedures and other basic controls required for the effective management and operations of the co-op.
- Prepare statistical reports as requested for government agencies, board, etc.
- Prepare agendas for board and member’s meetings, in consultation with the board.

- Attend board meetings and member's meetings. Take minutes and make reports as required.
- Negotiate and execute contracts on the co-op's behalf as authorized by the board.
- Research, plan, and assist in the initiation of new services and programs for members, as directed by the board.
- Attend Annual General Meetings, evening board meetings, and other educational events when necessary.

OFFICE ADMINISTRATION RESPONSIBILITIES:

- Retain open office hours as scheduled.
- Handle all internal and external inquiries and communication.
- Maintain all records pertaining to by-laws, policies, procedures, agendas, reports, and minutes.

FINANCIAL MANAGEMENT:

- Retain and manage all transaction records including paid and due invoices, cheque records, bank deposit records, arrears for delinquent accounts.
- Prepare all documentation for financial and banking transactions.
- Prepare the annual co-op budget in consultation with the board.
- Ensure monthly financial statements are prepared for board approval.
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow.
- Work with the auditors to prepare and complete the annual audit process.
- Oversee subsidy funding, grant applications and funding proposals as required.

MAINTENANCE COORDINATION:

- Participate in emergency maintenance coordination for the site.
- Submit maintenance quotes to the board of directors for review.

QUALIFICATIONS:

- A minimum of 5+ years of proven experience in co-op housing management and/or multi-unit residential management role.
- Degree or diploma in Business Administration, or Property Management, or equivalent experience in a related field.
- Excellent demonstrated communication skills and interpersonal skills.

- Financial and general business operations acumen with hands-on experience in overseeing daily financial transactions, budget planning and financial analysis.
- Strong time management and organization skills.
- Demonstrated effective problem solving and critical thinking skills.
- Experience in roles requiring a high level of reliability, accuracy, and attention to details.
- Proven ability to maintain confidentiality and a professional business demeanor.
- Experienced computer user, with an emphasis on MS Word, MS Excel, MS PowerPoint, and MS Outlook.
- Proficiency in NewViews an asset or similar property management software platform.

This is a permanent, full-time salaried position located in Brantford, Ontario with a competitive salary based on experience and qualifications. Benefits include a retirement savings contribution and a comprehensive group health insurance plan. Drumlin Co-operative Homes Inc. is committed to diversity in its governance and its staffing. The Drumlin Co-operative Homes Inc. will provide reasonable accommodation upon request. Please let us know if you have a need for any accommodation.

The deadline for applications is December 15, 2025. We thank all applicants for their submission but only those candidates selected for an interview will be contacted. No phone calls please. Interested candidates should submit their resume and a covering letter by e-mail to admin@soniabyrne.com