

# Expertise

*We are retained to recruit  
by many of Bermuda's  
finest employers. BHT  
is one of them.*

Phone: 441-296-0336 Email: bdajobs@expertisegroup.com



Address:  
8 Par-la-Ville Road,  
Mintflower Place, 2nd Floor,  
Hamilton, HM08



For more employment opportunities please visit:  
**www.expertisegroup.com**

## Executive Director

Our client, The Bermuda Housing Trust ("BHT") is seeking an experienced Executive Director to oversee all operations, functions, and activities of the organization. The Executive Director will work effectively with the Board of Trustees to lead the Bermuda Housing Trust towards the realization of its mission.

The successful candidate will be a well-respected professional with an ability to lead, motivate and influence staff, residents, and stakeholders. The Executive Director will be the face of the BHT, responsible for giving proper strategic direction, implementing processes, policies, and procedures, and developing an effective organizational culture that supports the organization's goals.

### Duties & Responsibilities:

- Work closely with the Board of Trustees in developing and directing BHT strategy.
- Create and ensure the implementation of sound business plans.
- Draft new and enhance existing organizational policies and procedures for better productivity.
- Oversee day to day business activities.
- Ensure the effective oversight, property management and control of the operations and maintenance of BHT properties.
- Prepare budgets, and any variance analysis thereon; report on revenue and expenditures and monitor the financial health of the BHT through the presentation of monthly management financial statements to the Board.
- Lead BHT's preparation for audit; liaising with auditors and the preparation of suitable working papers and other services to support the audit.
- Complete bank reconciliations and produce monthly financial statements.
- Build an effective team through managing and hiring full-time and contractual staff, developing performance goals, and conducting appraisals.
- Forge and maintain relations of trust with BHT stakeholders including Residents, The Ministry responsible for Housing, Financial Services Department, Rent Control, Donors, and others who support seniors.
- Direct and oversee investments and fundraising efforts; liaise with local banks on financial planning and investment matters.
- Act as the public speaker and public relations representative of the BHT in ways that strengthen its profile.
- Ensure BHT complies with Bermuda regulatory and compliance filings.
- Cover office functioning in the absence of the Office Administrator.

### Minimum Qualifications, Skills & Experience:

- Proven experience within a managerial position.
- Experience in developing successful strategies and plans to enhance an organization's success, as well as goal setting and performance measurement.
- Strong financial management skills, including the ability to develop and manage budgets, monitor finances and measure financial performance.
- Experience in developing, enhancing and implementing policies and procedures.
- Effective conflict resolution skills.
- Understanding of corporate governance principles.
- Exceptional organizational and time management skills to manage multiple competing projects.
- Strong interpersonal and communication skills, with the ability to develop fundraising and networking platforms.
- Working knowledge of QuickBooks Online, and the Microsoft Office Suite.
- Experience with property management would be an asset.

To apply please send your résumé to [bdajobs@expertisegroup.com](mailto:bdajobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

**Closing Date: February 18, 2022**