



Job Description

Executive Director

Danville Redevelopment and Housing Authority
135 Jones Crossing Danville VA 24541

JOB TITLE: Executive Director

DEPARTMENT: Administration

REPORTS TO: Danville Redevelopment and Housing Authority Board of Commissioners

SUPERVISES: Director of Finance, Director of Operations, Executive Secretary, Director of Resident Services, Director of Housing, Director of Homeownership (Danville & Martinsville), Director of Marketing and Community Engagement, Human Resources Administrator

RESOURCES INFLUENCED:

Annual Operating Budget	\$13.5 M
Total Assets	\$17.6 M
Public Housing Units	577
Housing Choice Vouchers	1772
Tax Credit Units/Non-Federal Units	115
Total Employees	45 - 60

POSITION OVERVIEW:

The Executive Director is responsible for all aspects of the Housing Authority's operations including administration, management, development, and financial control. Serves as the primary staff support to the Board of Commissioners. Works with the Board and senior management team on the development of all policies affecting the Housing Authority including strategic initiatives, sound business planning, and management.

REQUIRED/PREFERRED QUALIFICATIONS:

Education and Experience

- Minimum of a bachelor's degree in business administration, public administration, financial management, or related field; or equivalent experience required.
- Significant experience working with affordable housing programs, community development, public administration with five (5) years of progressively responsible supervisory experience of (10) or more for at least (1) year required.
- Significant experience working with housing or community development and local, state, and federal grants required.
- Significant experience of fiscal management, maintenance systems, personnel, and administration management systems in the public or private housing preferred.
- Experience serving the needs of communities and special needs populations preferred.

- Experience with successfully raising funds

Knowledge, Skills, and Abilities

- Read, interpret, and apply state, federal, and local regulations, including a working knowledge of state and federal housing programs, laws, regulations, policies, and procedures
- Formulate policies, develop, and administer budgets, negotiate, and administer contracts, formulate program plans with objectives, and prepare and present reports and budgets
- Knowledge of human resources best practices, working knowledge of employee-employer laws, rules, regulations, recruitment, and retention of stable workforce.
- Comprehensive knowledge of HUD (Housing and Urban Development) rules and regulations and other relevant guidelines applicable to low income and affordable housing management and operations.
- Knowledge of utilization of low –income tax credits, historic take credits and other related funding sources for housing development.
- Ability to work with Economic Development initiatives with local governmental, public, and private partners.
- Comprehensive knowledge of Housing Choice Voucher Program.
- Thorough knowledge of development principals including financing, design, construction techniques and practices, and project management
- Implement strategic plan objectives and the mission and vision of the organization
- Collaboratively create a harmonious working environment, provide direction, ensure accountability, and motivate others to achieve and overcome barriers
- Assess opportunities and mitigate strategic risks while monitoring progress and making timely course corrections
- Knowledge of HUD reporting requirements, data systems
- Knowledge of HUD Rental Assistance Demonstration program
- Knowledge of appeal process for Public Housing and Housing Choice Voucher programs.
- Establish effective working relationships with employees, clients, local and state officials, and the public
- Effectively work with policymakers and government agencies to educate and influence policy
- Strong and effective leadership and supervisory skills
- Strong decision-making, organization, time management, and delegation
- Excellent written and verbal communication skills, including a comfort with public speaking and a passion for serving the needs of diverse populations

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Leadership

- Model and ensure the highest standards of ethics, engagement, and performance throughout the organization
- Offer leadership on effective housing opportunities throughout the Authority’s jurisdiction that are affordable to households and individuals of modest and lower incomes.

Disseminate information on the continuum of housing needs, promote best practices, and advocate for necessary resources and effective public policies

- Enlist, support, and encourage Housing Authority Commissioners as representatives of and ambassadors to the community. Support the Boards of Commissioners in fulfilling their legal and fiduciary responsibilities by providing information on agency operations and key issues. Provide orientation materials and training plans when onboarding new Commissioners
- Support and lead the senior management team, including establishing agency priorities, developing organizational training plans, and reviewing policies and programs
- Attends workshops, conferences, seminars to stay updated and aware of the changing landscape in housing programs, public and private sectors.
- Anticipate and be proactive to meet the demands of the changing landscape

Strategic Planning and Annual Operations

- Implement the Housing Authority's Strategic Business Plan, engaging commissioners, managers, staff, community partners, and constituents
- Develop strategies to achieve organizational goals in collaboration with management and staff. Understand the organization's strengths and weaknesses, analyze market trends to identify external threats and opportunities, and adapt strategy to changing conditions
- Monitor the Plan's goals, objectives, and metrics to ensure that the organization achieves its mission and is making consistent and timely progress. Provide leadership in developing course adjustments and updating the Plan

Financial Management, Human Resources, and Administration

- Maximize resources to ensure the effective supervision, guidance, development, and evaluation of all staff in a work environment that results in positive morale and employee retention
- Prepares and presents to the Board approval and subsequently administers the controls and the conditional outlined in the Annual Contributions Contracts, annual budgets, and other supplemental budgets.
- Direct resource development and fiscal strategy to secure sufficient resources to support core lines of business
- In collaboration and coordination with the Commissioners and senior management, develop and implement a funding plan to support the organization's operations, seeking support from community partners and individuals. Initiates the writing of proposals and grants.
- Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions. Acts as the Agency's Contracting Officer.
- Supervises management and control of Agency's payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.
- Authorizes expenditures/purchase orders in compliance with Board Policies.
- Provides all material to be reviewed and acted upon by the Board of Commissioners. Serves as the Secretary to the Board, maintaining minutes, files, and records.
- Prepares reports for internal and external use.
- Serves as the Agency's Human Resource Director; selects, appoints, disciplines, promotes,

- transfers, and terminates all Agency employees according to the Board policy as amended.
- Makes recommendations to the Board on adoption of new policies or makes changes to existing policies.
- Advocate for funding and policy initiatives related to the organization at the local, State, and Federal level

Relationship Building and Community Development

- Represent the Authority and its programs to local, state, regional and national governments, current and potential partners, and the public to increase awareness of housing programs, services, and community needs
- Encourage and cultivate public and private partnerships. Engage in business, investment, philanthropic and development communities
- Make public/media presentations including those on public policy advocacy that support the organization’s mission and promote the interests of affordable housing in low income and underserved populations

WORKING CONDITIONS:

Work is performed outside and inside the office environment and includes meetings throughout the jurisdiction, state, and nation, and visits to housing construction sites and other facilities owned or under the control of the Housing Authority. The Executive Director is expected to be involved in all community events hosted by the Housing Authority and encouraged to participate in other events throughout the community.

PHYSICAL REQUIREMENTS AND DEMANDS OF POSITION:

While performing the duties of the position, the employee is frequently required to sit, stand, stoop, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility, manual dexterity, and coordination including operating equipment such as a computer, calculator, and other standard office equipment. Requires the physical ability to operate a motor vehicle and travel regularly to local, regional, and nationwide sites and meetings. Traveling often includes driving within the local, state, and regional area to attend meetings and/or inspect properties. Requires the ability to physically access raw land, construction sites, and/or existing housing and buildings, on rough terrain, to conduct preliminary and ongoing inspections. Units may be multi-storied without access to an elevator or situated far from parking areas. May have potential exposure to various environmental conditions.

EQUIPMENT USED:

Incumbents must be able to effectively utilize computers and related software, computer printers, photocopier, and telephone (landline and cellular).

LICENSES OR CERTIFICATIONS

- Valid Virginia State Driver's License (within 30 days of employment) and an acceptable driving record (according to the organization’s standards)

- Public Housing Manager Certificate from HUD approved organization is required within (2) years of employment
- Must be bondable

SALARY RANGE

- \$100,000 - \$130,000
- Compensation for this position is negotiable, depending on the qualifications and experience of the chosen candidate.

RESIDENTIAL REQUIREMENT

- Must be willing to live within 5 miles of the city limits of Danville, Virginia.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

TO APPLY: Please visit our website to review the Job Announcement for details on how to apply:
www.drhava.com