



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

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## Changing Housing, Changing Minds, Changing Lives

The Suffolk Redevelopment and Housing Authority (SRHA) is a medium-sized Housing Choice Voucher (HCV) and Public Housing Agency serving Suffolk, VA. SRHA's goal is to provide equal opportunities in affordable housing, community development, and human services through low-income housing, homeownership opportunities, and redevelopment activities.

SRHA manages and maintains 260 Public Housing units, 1,193 Housing Choice Voucher units and apartments for elderly and disabled individuals.

### Leadership Philosophy

Suffolk Redevelopment and Housing Authority is an organization made up of dedicated professionals and commissioners who are creative, motivated, competent, and committed to achieving the mission of neighborhood redevelopment, conservation and revitalization including the development and operation of affordable, decent, safe, and sanitary housing in attractive and suitable living environments.

SRHA Board and Executive leadership will operate in an environment that encourages the participation by employees, customers, and other stakeholders, including the City of Suffolk, in decision making in order to improve continuously the quality of life of the citizens of the city. We will promote teamwork to foster innovation and imagination in order to address issues and promote their effective resolution.

SRHA recognizes that high quality planning is a top priority as SRHA moves to meet evolving community development, conservation and housing needs, and that success requires knowledge of multiple regulatory community and environmental components, combined with consideration and evaluation of SRHA's current and developing strengths.

### Position Summary

The Executive Director is appointed by the Board of Commissioners of the Suffolk Redevelopment and Housing Authority (SRHA) and serves as Secretary/Treasurer to the SRHA Board of Commissioners. Provides overall direction, oversight, administration, and coordination for the organization. Directs and leads the planning and execution of strategic organization efforts. Supervises the planning and execution of division objectives and strategies. Leads, coordinates, and monitors key authority functions and initiatives. Oversees fiscal management, resource acquisition and fund allocations for the organization. Oversees and participates in establishing public and private partnerships to achieve organization goals. Represents the organization to internal and external parties. Supervises the activities of division directors. Participates in developing and implementing division and cross-division projects and programs. Monitors the general status of SRHA operations and acts to ensure organization effectiveness and legal compliance.

### Essential Duties and Responsibilities

- Directs and leads the planning and execution of strategic organization action: establishes and communicates organization vision; assesses factors in internal organization and external environment; reviews and evaluates information relevant to the strategic planning process; assigns division responsibility in strategic planning process; directs the development of organizational goals and objectives; directs the development of strategies to achieve goals and objectives; directs the development of organizational policies supporting chosen strategies, including but not limited to administration, housing operations, financial, human resources, and information system policies; presents and recommends approval of organization strategies to the Board of Commissioners; authorizes and directs the implementation of organizational strategies and policies; monitors and evaluates results of strategic actions; and directs corrective action as needed.
- Serves as the Secretary to the SRHA Board of Commissioners: communicates and maintains working relationships with Commissioners;

informs and recommends action to the Board on strategic, policy, legal, and operational matters; supervises the preparation for and conduct of Board meetings, including public hearings; supervises the taking and distribution of meeting minutes; accepts and supervises special assignments from the Board, such as research assignments; and provides for the training and development of Commissioners with respect to Board responsibilities.

- Supervises the planning and execution of division objectives and strategies: confers with and advises division executives on division objectives and strategies to assure conformity with organization objectives and strategies; provides advice, guidance, and direction on division strategic matters; reviews and authorizes the implementation of division strategies; coordinates division action to assure effective operations; monitors and assesses the effectiveness of division strategies; and recommends or directs corrective action.
- Leads, coordinates, and monitors key Authority initiatives: maintains current and comprehensive knowledge of initiative requirements and administration; coordinates project activities; fosters positive relationships with external parties; acts to resolve conflicts between the organization and external parties; monitors, assesses, and reports on initiative progress; acts to assure compliance with initiative requirements; and takes corrective action as needed.
- Oversees financial and other resource acquisition and allocation for the organization, negotiates with government officials, political agencies and private organizations to obtain financing; oversees the actions of division executives in obtaining finances for division projects and programs; reviews and approves annual budget; oversees the presentation of the annual budget to Board of Commissioners for adoption; and coordinates budget amendments as needed.
- Oversees and participates in establishing public and private partnerships to achieve organization goals negotiates or monitors negotiation of partnership agreements; monitors and oversees compliance with partnership agreements; fosters and promotes positive relations with partners; and acts to resolve problems in partnership activity or agreements.
- Represents the organization before government officials, political agencies, community groups, public housing residents, businesses, news media, the general public, employees, and others: may present information on organization activities; may participate in dialogue to clarify issues and identify problems; acts to maintain satisfactory and effective public relations; and may receive information on issues affecting the organization.
- Supervises the activities of Division Directors and Executive Office staff to ensure effective and efficient operations: may perform the full range of supervisory activities, including but not limited to hiring; assigning and coordinating work; acting on employee problems; and promoting, developing, inspiring, empowering, disciplining and rewarding employees.
- Participates in developing and implementing of division and cross-division projects and programs as needed: exercises final authority in all operational matters; participates in project or program development that has high public visibility, or otherwise requires participation by the Executive Director; and participates as member of team or task force as needed.
- Monitors the general status of SRHA operations and acts to ensure organization effectiveness and legal compliance: confers with managers and employees on SRHA activities; receives, reviews, and acts on reports, memoranda, and other communications related to organization operations; visits communities to assess housing conditions; visits housing and redevelopment sites to observe progress of projects; and directs corrective action as needed.
- Performs routine administrative tasks as required: completes internal and external forms; composes and submits correspondence, emails, memoranda, and reports; reviews, comments, and approves forms, memoranda, reports, and other documents; and acts to assure proper documents management.

## Knowledge and Abilities

- Comprehensive and current knowledge of federal, state, and local programs, laws, regulations, and rules related to public housing and housing choice voucher administration.
- Comprehensive and current knowledge of federal, state, and local programs, laws, regulations, and rules related to property redevelopment.
- Comprehensive and current knowledge of public-sector management laws, standards, regulations, practices, and problems.
- Comprehensive and current knowledge of general management principles, practices, theories, and methods.
- Knowledge of public-sector financing, particularly those related to federal, state, and local financing of public housing and redevelopment projects and programs; includes skill in budget policy, development, and implementation; and skill in accessing financial resources from subsidization, grant, bond, and other sources. Ability to manage operating budget of the Authority.
- Knowledge of property acquisition and property redevelopment systems, techniques, and practices. This includes knowledge of urban economics, design, and planning.
- Knowledge of economic development programs, systems, techniques, and practices.
- Knowledge of community development programs, systems, techniques, and practices.
- Knowledge and skill in developing and sustaining public and private partnerships; includes knowledge of public and private partnership concepts, methods, techniques, and practices.
- Knowledge of public housing systems, techniques, and practices. This includes knowledge of support activities.
- Knowledge of the City of Suffolk political, economic, and real estate environment. This includes knowledge of local property development and conservation needs, and local public housing needs.

- Operational knowledge of personal computers and other standard office equipment for use in word processing and electronic communications.
- Extensive skill in coordinating multiple-unit activities to achieve specific objectives.
- Extensive human relations skills, particularly leadership, consulting, negotiating, persuasive, and supervisory skills. The jobholder must have the capacity to deal effectively with a wide variety of individuals, including those who exhibit skepticism or are uncooperative with the jobholder.
- Oral and written communication skill to present and interpret comprehensible complex information regarding organizational operations, of which some information may be highly technical in nature; provide clear work instructions; compose technical reports; and respond to questions on a variety of job-related matters.
- A high level of analytical ability to comprehend, understand, and interpret complex and technical information, such as public housing regulations, community redevelopment regulations, public-sector financing, and residence and building construction plans.
- A high level of analytical ability to comprehend, understand, and interpret organizational and environmental factors that could have potential effects on the success of projects and programs.
- A high level of ability to exercise independent judgment in the development and implementation of complex strategic activities, and the formulation of supporting policies.

## Qualifications/Requirements

- Bachelor's degree with coursework in public administration, business administration, or related field and extensive experience in housing programs, housing management, real estate development, and extensive supervisory experience, or equivalent combination of education and experience. Master's degree preferred.
- A minimum of 4 years of administrative and supervisory experience preferably at a public housing authority, non-profit housing corporation, private housing corporation, or related organization.
- Possess a Public Housing Manager's certificate (PHM) from an accredited agency or obtain within one year of employment.
- Experience in the development of low and/or moderate-income housing preferred.
- Demonstrated integrity in the administration of HUD funded or HUD subsidized programs.
- Comprehensive knowledge of current social, economic, and physical considerations and developments related to public housing programs.
- Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and insurable under the vehicle insurance policy of the Authority.
- Residency in Suffolk, Virginia expected within 1 year of hire date.

## Suffolk, VA

As of 2022, the population was 99,179. It is the 8th-most populous city in Virginia, the largest city in Virginia by boundary land area as well as the 14th-largest in the country. Suffolk is located in the Hampton Roads metropolitan area.

There's plenty to keep you busy in Suffolk. Head to Washington Street and you'll find a host of boutique stores selling keepsakes and gifts, plus plenty of opportunities to stop and smell the roasting peanuts—Suffolk is the birthplace of Planters and features a statue dedicated to Mr. Peanut himself. In the area around North Main Street, you'll also find a wide range of high-end and budget culinary options, from traditional Italian restaurants to chain fast-food joints.

Suffolk is great for lovers of the outdoors. There are many areas of natural beauty within driving distance of downtown, including Bennett's Creek and Lone Star Lakes parks. The highlight, however, is the Great Dismal Swamp, which offers miles of trails, wildlife, and biking and kayaking opportunities. Boaters will also find the area's extensive open waters, which are home to bass, crabs and killifish, a prime spot for a peaceful afternoon.

Suffolk's up and coming arts and culture scene has developed into the perfect blend of local, regional, and national artisans through visual art, theatre, dance, music and more. Whether it's the spoken word, an expression captured in a photograph or the timeless grace of a ballet dancer – Suffolk opens a gateway for artists and those who appreciate their craft.

Suffolk Public Schools serve nearly 14,000 students. Every student has the opportunity to become productive citizens — from pre-school to specialty centers; from biomedical to engineering —students receive education, certifications, and credentials that are life-changing.

