

Title: EXECUTIVE DIRECTOR

Posted: 2019-01-14

Description: The Needham (MA) Housing Authority is seeking highly qualified and experienced applicants for the position of Executive Director. The Executive Director is responsible for the management of 416 units comprised of 152 State Chapter 667 public housing units, 46 units of federal elderly housing, 8 units of special needs housing, 90 Federal family units. 20 mixed income NHA owned units and 120 Housing Choice Vouchers of which 20 are PBV.

Qualifications: The candidate must be familiar with both Commonwealth of Massachusetts Department of Housing and Community (DHCD) state-aided public housing requirements and U.S. Department of Housing and Urban Development (HUD) Federal Housing Programs. Qualifications: 1. Five (5) years in a significant supervisory or management capacity at a public housing authority or other similar experience. The preferred candidate must have demonstrated ability to successfully manage a staff of three (3) or more for at least one (1) year. 2. Working knowledge of fiscal management, including grant procurement, maintenance systems, personnel and administrative management, systems in public or private housing. 3. Excellent written and oral communication skills, proven leadership ability, and skills necessary to provide management consultation, guidance and advise to officials on a broad range of public housing programs. 4. Possess a Public Housing Managers (PHM) certification from accredited organizations as recognized by HUD or DHCD or obtain within one (1) year of employment. 5. MCPPO certification preferred. 6. Also, must be bondable. 7. Demonstrate sensitivity to the problems and concerns of resident groups and the needs of people of various socio-economic backgrounds. Preference is given for candidates that have a working knowledge of the affordable housing needs of the community of Needham.

Start date: To be determined

Salary range: Starting salary range is negotiable to a maximum of \$90,358.00. Excellent benefits in accordance with DHCD and HUD guidelines.

Location: Needham H.A.

Instructions: The candidates will be subject to certain qualifications verifications prior to employment. Submit a cover letter and resume by emailing to: info@DVMainsail.com and/or mail to DV/Mainsail P.O. Box 3571 South Attleboro MA. 02073. Deadline for applications is January 31, 2019 Late applications will not be accepted The Needham Housing Authority is an EOE