

GREENWOOD HOUSING AUTHORITY EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

Date posted: December 1, 2023

Closing date: Open until filled

Start date: Immediate

Organizational Mission and Overview

The Greenwood Housing Authority's (GHA) mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. GHA is working to meet the need for quality affordable rental homes, utilize housing as a platform for improving quality of life, and build inclusive and sustainable communities free from discrimination.

The Greenwood Housing Authority (GHA) is located in the City of Greenwood, Mississippi. GHA is a political subdivision of the State of Mississippi and was activated by the City Council of the City of Greenwood in 1973. The Authority is governed by a five-member Board of Commissioners who are appointed by the mayor. The primary mission of the GHA is to own and operate public housing for low-income families. GHA is funded by federal sources from the U.S. Department of Housing and Urban Development (HUD), and currently has an operating budget of over \$2,700,000, a capital fund budget of over \$1,200,000, and manages the only Energy Performance Contract (EPC) in the State of Mississippi. GHA owns 408 public housing units and administrates approximately 260 Section 8 Housing Choice Vouchers. GHA currently has 14 full-time employees, 3 part-time employees, and aspires to grow.

Position Summary

The Executive Director (ED) is the Chief Executive Officer of the GHA. The ED is responsible for the day-to-day administration of the Housing Authority and provision of leadership and management of the planning, organizing, staffing, direction and control functions of the agency. The ED will be responsible for assignment and supervision of all GHA employees. The ED interprets and implements policies approved by the Board and conforms to a Contract between the Board and the Executive Director. The ED serves as the Secretary of the organization and the Board.

Work Schedule and Locations

The Executive Director shall be expected to average 40 hours of work per week. The ED must have the ability to be available to on-call staff 24 hours a day, seven days a week including holidays and to effect appropriate response to such calls. A designee may be appointed to cover during out of state travel and vacations.

Local travel between GHA properties will be required. Statewide and out of state travel may be required.

Compensation and Benefits

This is a full-time position that reports to the Board of Commissioners with a competitive salary of up to \$120,000, commensurate with experience. The position does not allow for remote work options, and the

selected applicant must be based in Greenwood, Mississippi or the immediate surrounding area at the contracted start date.

Benefits package includes paid medical, dental, long-term disability and group life insurance coverage; a State retirement plan (PERS) with employer contribution; annual vacation/sick leave, and paid holidays; and training and professional development opportunities.

How to Apply

Interested applicants are encouraged to submit completed applications no later than January 5, 2024. Interviews will take place beginning in January of 2024 until the position is filled.

To apply, submit a resume, three or more references, and a cover letter describing your unique interest and qualifications for the GHA ED position to greenwoodmspha@yahoo.com.

Duties and Responsibilities

The duties below are intended to describe the general nature and scope of work being performed by this position. This is not a complete list of all responsibilities, duties and/or skills required. A more comprehensive list of responsibilities is available upon request. Other duties may be assigned.

Program/Grant Administration and Management

The ED directs the management of public housing and Section 8 programs within the GHA including rental assistance programs, home repair modernization, rehabilitation programs, and other programs implemented by the GHA.

Budgeting/Fiscal Management

The ED directs the fiscal, accounting, budgeting control and purchasing programs for the GHA.

Planning and Grant Writing

The ED assesses and evaluates the housing needs of the community and advises the Board of Commissioners and appropriate governmental agencies of findings and recommendations.

Meetings

The ED schedules GHA meetings including monthly Board of Commissioners meetings, attends relevant and useful regional and national gatherings, and coordinates and leads community and staff committees whose goals directly contribute to GHA objectives.

Leadership and Networking

The ED provides strong leadership and represents the GHA nationally, regionally and locally by engaging and networking with elected officials, government agencies, business leaders, and public housing interest groups.

Resources and Funding Development

The ED identifies funding sources and develops positive working relationships with other individuals, agencies and organizations that may contribute to the accomplishment of department goals; oversees grant writing proposals to procure grants and innovative program funding; and ensures that new efforts are congruent with overall community needs and values.

Reporting

The ED prepares all required reporting for HUD, funders and local stakeholders as needed.

Selection, Training and Development of Subordinates

The ED hires and develops a strong management staff to maintain the highest quality of services and establishes a culture of accountability.

Other Duties

The ED maintains relevant professional education and remains informed regarding Federal, state and local law and policies, procedures, requirements, best practices and philosophies of public housing and community development programs, and shapes broad and effective local plans and policies for such activities.

The ED serves as Secretary of the Board of Commissioners.

Other duties as identified and/or assigned by the GHA Board of Commissioners.

Position Requirements and Qualifications

Required Knowledge, Skills, and Abilities:

- Comprehensive and thorough working knowledge of HUD programs, housing management and rehabilitation programs, and other applicable regulations.
- Considerable knowledge of the principles, theory and methods of executive level management.
- Ability to balance and demonstrate fiscal restraint and integrity.
- Demonstrated leadership skills and experience including:
 - A track record of developing and maintaining strong collaborative working relationships with partners from diverse backgrounds.
 - Ability to establish and maintain effective working relationships with staff members, community leaders and regulatory agency administrators.
 - A good strategist able to analyze and formulate disparate information into a clear message and path forward.
 - Strong verbal and written communication, as well as strong interpersonal skills.
 - Successful experience in the management of complex organizations.
 - Ability to be decisive, results-oriented, exercise sound judgment in analyzing situations.
- Clear understanding of the social, economic and health needs of low-income households.
- Understanding of intersection of economic poverty, housing, and related ecosystems in Mississippi.
- Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- A current Mississippi driver's license (or ability to secure one within 30 days of hiring) and possess an acceptable driving record.
- Satisfactory background check and drug screening.

Required Experience and Training:

- Five (5) or more years of extensive and progressively increasing responsibilities as a full-time paid administrative, executive or consultative experience in one or more of the following:
 - a) Public Housing Agency: Administration of an Agency with at least 500 rental units and with recent activity in development or management of low-cost housing and Section 8 housing;

- b) Governmental Agency: In a governmental agency engaged in the administration, implementation and enforcement of federal, State or local housing laws, with emphasis in developing, analyzing and interpreting requirements relating to housing programs;
 - c) Other Public Agency: As a member of the administrative or planning staff (in an administrative, executive and consultative capacity) of a public agency engaged in a large scale community development, organization or social planning;
 - d) Public Administration or Business: In a field of planning, coordinating or financing of large scale programs in business or public administration involving duties comparable to those of an executive director of a large public housing authority.
- Bachelor's or greater degree in Public or Business Administration, Finance, Planning, Architecture, Law, Engineering or related field from an accredited college or university
 - Prior experience and demonstrated skills in budgeting, personnel management and public relations.
 - Knowledgeable of construction and redevelopment processes and strategies, and general ability to understand blueprints, engineering drawings and technical documents.
 - Ability to determine appearance and conditions of all building owned or managed by the Greenwood Housing Authority.
 - Working knowledge of government regulations and funding sources and opportunities (state, federal, local) for Authority programs and initiatives.

Preferred experience and attributes include:

- Previous experience as an Executive Director of a Housing Authority.
- Mission-driven with a belief in and commitment to systems change, specifically for those most impacted by housing instability.
- A demonstrated commitment to equity and housing justice with completed trainings and/or experience related to JEDI (justice, equity, diversity and inclusion) principles.

Equal Opportunity Employer

The Greenwood Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.