

EXECUTIVE DIRECTOR: AMHERST HOUSING AUTHORITY

The Amherst Housing Authority (AHA) seeks a dynamic, passionate, technically-skilled individual to become its next Executive Director (ED). The ED will report to a five person Board of Commissioners and will be the public “face” of the organization. This person must have ability to work with a diverse population, display strong leadership and ability to resolve conflict. The ED must be a proven leader with the skills of diplomacy, drive and accomplishment. The ED will be responsible for the management of 193 Federal and State-Aided public housing units in 13 developments, and the administration of 413 Rental Assistance Vouchers. The AHA also manages an additional 36 units. A demonstrated ability to work independently with minimal day-to-day supervision is essential. The AHA has a budget of \$5.20M, a staff of 16FTE, and receives its funding from HUD and the Massachusetts Department of Housing and Community Development.

The AHA is seeking one who has preferably earned a bachelor’s degree and accumulated at least six years of experience in a supervisory position in housing management, community development, public administration or a closely related field. In addition, the successful candidate should have the ability to be bonded and must be certified as a Public Housing Manager from a HUD approved organization, or be able to become certified within one year of his/her appointment. This requirement may be substituted by certification as a property manager, similar classification by a nationally recognized housing or real estate organization, or by certification as a MPHA of a DHCD approved Massachusetts Public Housing Administrator Certification Program.

The qualified candidate will have a demonstrated understanding of all aspects of financial oversight and be responsible for the financial health of the AHA. The ideal candidate should also be familiar with development and programs that will increase the stock of affordable housing in Amherst.

Other considerations include: a proven track record of contributing to the advancement of an organization’s vision and mission; ability to work with very low to moderate income constituencies, external social service agencies, and the municipal government; considerable knowledge of local, state, and federal government procedures and regulations as they relate to housing development; and an understanding of funding sources. One must have acumen in implementing management controls/systems. Applicants should have a working knowledge of public housing laws/regulations, and understand the fields of property management and housing operations.

Candidates must have excellent computer and communication skills. Minority and bilingual candidates are encouraged to apply. The regular work week requires an individual to be in the office 37.5 hours, and to be on-call 24 hours a day, seven days a week (a designee may be assigned to cover out of state travel or vacations). Salary is between \$84,753 and 89,214 and is subject to DHCD Salary Schedule and HUD guidelines.

To apply for this role, please submit a letter of interest outlining your qualifications, a resume, and the contact information for three references.

Send to:

**D&V Mainsail,
P.O. Box 3571
South Attleboro, MA 02703
508.643.4496
Email: info@dvmain sail.com**

Applications are due by August 10, 2018 or until the position is filled.

The Amherst Housing Authority is an Equal Opportunity Employer.