

Title: Executive Director

Description: The Concord (CHA) Housing Authority is seeking highly qualified and experienced applicants for the position of Executive Director. The Executive Director is responsible for the management of 80 State Chapter 667 public housing units, 29 units of state family housing, 18 units of family federal public housing, 8 Chapter 689 units, 6 units of locally owned properties, and 85 Federal Housing Choice vouchers.

Qualifications:

1. A minimum of four years' experience in housing management, community development, public administration, or a closely related field. A bachelor's degree in a related field may substitute for up to two years of experience.
2. Demonstrated ability to successfully manage a staff of three (3) or more for at least one (1) year.
3. Working knowledge of fiscal management including grant procurement, maintenance systems, personnel, and administrative management systems in public and private housing. The candidate must be familiar with both Commonwealth of Massachusetts (DHCD) and Federal (HUD) Housing Programs.
4. Demonstrated sensitivity to the problems and concerns of resident groups and the needs of people of various socio-economic backgrounds.
5. Excellent written and oral communication skills, proven leadership ability, and skills necessary to provide management, consultation, guidance, and advice to officials on a broad range of housing programs.
6. Possess a Public Housing Managers (PHM) certification from accredited organization as recognized by HUD or DHCD, or obtain certification within one (1) year of employment.
7. MCPPO certification and familiarity with CapHub, PHA-Web, CHAMP and HAFIS a plus.
8. Must be bondable.

Start Date: To Be Determined

Salary: Salary is commensurate with experience and education and negotiable to a maximum of \$94,325. The ED will work a minimum of 37.5 hours per week, and the position will include excellent benefits in accordance with DHCD and HUD guidelines.

Instructions: To apply in confidence, please email cover letter and resume to mnelson@concordha.org with "ED Position" in the subject line. Deadline for submission is 2/8/2021

The Concord Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, national origin, or sexual orientation.