

The Jefferson County Housing Authority is seeking a collaborative, energetic, and experienced leader to become its next Executive Director. Reporting to the Board of Directors, the Executive Director plans, organizes, directs, and coordinates the programs and all operations of the organization. This includes the management and administration of 1,450 Section 8 vouchers, and 1,053 units, including family, elderly, and handicapped units.

As Executive Director, you will:

* Promote and guide agency-wide objectives
* Provide leadership and administrative policy direction for housing, redevelopment, development, and community programs
* Oversee development and acquisition initiatives
* Develop and review all policies affecting the housing authority including strategic initiatives, economic feasibility, sound business planning, and management
* Liaise and partner extensively with a variety of stakeholders to address future organizational strategy and positioning in the affordable housing market
* Interact with public and clients in order to answer questions and resolve issues
* Supervise staff of 35 across 4 divisions; Section 8, Occupancy, Home-Owner Rehabilitation, and Finance & Human Resources
* Provide reports and materials to the Board to enable them to maximize the effectiveness of their governance
* Facilitate strategic planning and economic forecasting processes
* Provide and budget for development of new programs to serve organization goals in collaboration with community partners, local departments, state and federal agencies
* Analyze the feasibility of development projects and oversee integration of new properties into the portfolio

The successful candidate will have/demonstrate success in the following:

* Bachelor’s degree from an accredited 4-year university or college.
* Minimum of 10 years' experience working in real estate development
* Minimum of 5 years' experience working in a leadership role
* Minimum of 10 years' experience working in housing, public administration, and community development
* Executive management skills
* Public and community relations skills
* Experience managing or handling the finance and accounting administration of fund programs
* Strong working knowledge of Section 8 housing, LIHTC, and subsidized housing
* Working knowledge of the Homeowner Rehabilitation Program
* Strong working knowledge of affordable housing programs, policies, and procedures
* Experience with development and acquisition principals
* Expertise in working across transaction lifecycle
* Strong relationship development and management skills
* Collaborative leadership style

Local candidates will be given priority consideration. Candidates who do not meet the requirements listed above will not be given priority consideration. Out of state candidates or candidates who do not meet the requirements may be considered if a successful local candidate is not identified within 60 days.

Salary commensurate with experience.

Applications should be submitted by May 26, 2016.

Submit cover letter and resume to: 361 Services, Inc., Attention: Aimee Nelson, 1401 Seventeenth Street, Suite 600, Denver, CO 80202, Re: JCHA Search. Email:anelson@361services.com.

Jefferson County Housing Authority is an Equal Opportunity and Affirmative Action Employer