

## EXECUTIVE DIRECTOR

### ADVERTISEMENT

The Needham Housing Authority seeks an experienced housing administrator for leadership and management of its programs, properties, and contracts. The Needham Housing Authority owns and operates a total of 416 units/vouchers as follows: 152 units of Massachusetts state-aided elderly/disabled public housing, 8 units of Massachusetts state-aided ch-689 housing, 90 units HUD aided federal family housing, 46 HUD aided elderly housing, and 111 HUD Housing Choice Vouchers and 12 PBV vouchers.

**Minimum Requirements:** A minimum of four years' experience in housing management, community development, public administration, or a closely related field. Knowledge of the principles and practices of housing management, finances and maintenance systems in public and private housing. One year's experience overseeing at least three staff persons or program administration is required. Excellent written and verbal communication skills required. Knowledge of laws regulating State and the federal housing programs. Experience working with people of various socio-economic backgrounds. Must be bondable. Certification as a Public Housing Manager from a HUD approved organization is desired or obtained within one year of employment.

In addition the following credentials are preferred:

- Experienced in management of HUD voucher program
- Experience and understanding of HUD repositioning programs
- Experience and understanding of redevelopment/development of affordable housing

Strong interpersonal skills dealing with both local, state and federal agencies and their respective office holders.

The salary is a maximum of \$97,627.00 depending on experience and certifications and in accordance with the DHCD Executive Director Salary Schedule/Calculation worksheet. The work week is 37.5 hrs. per week with full benefits.

To apply in confidence, please submit cover letter and resume to [DVMainsail@gmail.com](mailto:DVMainsail@gmail.com)

With "Needham E.D. position" in the subject line.

DIVERSE APPLICANTS ARE ENCOURAGED TO APPLY.

The position is open until filled. The Needham Housing Authority is an E.O.E.

