

Chelmsford Housing Authority (“CHA”) Executive Director

Job Description

Position Summary

The Executive Director is the Chief Executive Officer of the CHA, reporting to the Board of Commissioners. The Executive Director is responsible for the overall leadership, strategic direction, program administration, fiscal management, and community representation of the CHA. The Executive Director will oversee a diverse and complex housing portfolio, lead redevelopment and modernization projects, and ensure compliance with federal, state, and local housing regulations, amongst other duties that may arise.

General

The Executive Director will lead the CHA in preserving and expanding housing for low-income residents; ensure that they have a safe and quality place to live, both in the physical upkeep of the property and through securing supportive and/or economic mobility services. The Executive Director, at the directive of the CHA Board, will lead the staff to meet the needs of the residents and to ensure that the CHA operations are effective. The Executive Director has responsibility for overall leadership in guiding programmatic, fiscal, personnel, and public relations activities of the CHA.

The Executive Director shall have the general supervision over the administration of the CHA's business and affairs, subject to the direction of the CHA Board, and in compliance with the rules and requirements of the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) and, as applicable, the United States Department of Housing and Urban Development (HUD), and other local regulations and statutes. The Executive Director will creatively lead CHA to improve efficiency, service levels, and generally meet the mission of preserving or producing affordable housing in a regulated environment with limited resources.

Key Responsibilities

Leadership & Strategy

The Executive Director will work with the CHA Board to establish strategic priorities and implement long-range plans. The Executive Director will further provide visionary leadership that fosters innovation, operational excellence, and resident-centered services.

The Executive Director will serve as the CHA's representative with federal, state, and local agencies, as well as nonprofit and private partners, other housing authorities, and the broader community.

Operations & Compliance

The Executive Director will ensure compliance with all federal, state, and local laws. The Executive Director will ensure compliance with HUD, EOHLC, and local regulations, as well as Low-Income Housing Tax Credit (LIHTC) rules and regulations, in addition to any other rules or regulations for any other programs that the CHA may take part in.

The Executive Director will oversee property management, maintenance, and modernization of the CHA's housing portfolio. The Executive Director will promote innovation and the use of technology to enhance service delivery.

Community & Resident Engagement

The Executive Director will maintain strong, transparent relationships with residents, emphasizing participation and responsiveness.

The Executive Director will build and foster partnerships with local, state, and federal government officials, nonprofits, and community organizations to expand supportive services and housing opportunities.

Programs

The Executive Director will be responsible for the delivery and quality of programs and services, including responsibility for the oversight of staff who implement the programs.

Federal Programs

The CHA has a number of varied programs at the federal, state, and local levels. The Executive Director will oversee and lead the administration of CHA's portfolio of 851+ Section 8 Vouchers. This includes administration and oversight of the following programs:

- Project-Based
- Mainstream
- Rental Assistance Demonstration ("RAD")
- Homeownership
- Veterans Affairs Supportive Housing ("VASH")

The Executive Director will ensure that the CHA is in compliance with all regulations and requirements for the above listed programs and will perform all requirements for those programs, including, but not limited to, outreach to and contracting with landlords, including inspection operations; compliance with fair housing and civil rights requirements; ensuring accurate recertifications; and wait list outreach, marketing and maintenance.

In addition to all requirements under current federal programs, the Executive Director will stay up to date on any new federal-funded programs that the CHA may desire to take part in.

State and Local Programs

The Executive Director will manage and oversee 170+ units of Massachusetts state-funded public housing, as well as the administration of the Massachusetts Rental Voucher Program (“MRVP”). This includes, but is not limited to:

- Management, maintenance and redevelopment of, and capital improvements to, any and all housing developments of the CHA;
- Procurement of equipment, materials and labor as required to satisfactorily meet the standards of good and proper maintenance;
- Wait list outreach, marketing, and maintenance;
- Selection of tenants, the drawing and signing of lease, the collection of rents and the use of legal action as required by applicable regulations and guidelines as applicable;
- Ensure that recertifications are accurately performed;
- Coordination with community and government partners to secure services for residents of the CHA;
- Compliance with applicable fair housing and civil rights requirements;
- Operation of any and all developments in a manner providing for a high degree of livability and appearance at the lowest possible cost consistent with satisfactory administration and maintenance.

The Executive Director will also manage over 500 LIHTC-funded units in addition to locally created affordable housing units through Chapter 40B and inclusionary zoning.

The Executive Director will supervise private contracts for lottery, waitlists, compliance monitoring, and recertifications.

Development and Redevelopment

The CHA will work with local officials, nonprofit organizations, and private entities to maximize the value of property owned by the CHA for the preservation of existing units and/or production of new affordable housing units.

The Executive Director is in charge of leading ongoing and future redevelopment initiatives, including the currently active \$22 million ModPhase redevelopment of 667-3 and the expansion of 667-1.

RCAT

The Executive Director is responsible for directing CHA's role as the Northeast RCAT. The Executive Director will be charged with providing technical assistance to over sixty-four (64) local housing authorities on state capital programs.

Financial Management

The Executive Director is responsible for the care and custody of all funds of the CHA and for prudent management of the resources of the CHA. The Executive Director oversees all bookkeeping, accounting and financial activities including but not limited to:

- Deposit all funds of the CHA in the name of the CHA in such bank or banks as the Board shall select;
- Maintenance of accurate books of account showing receipts and expenditures;
- Preparation of an annual budget within budget guidelines for review and approval by the Board and EOHLC as well as operating statements and financial reports and submissions;
- Develop and manage operating and capital budgets;
- Ensure financial stability and sustainability.
- Maintenance of an accurate inventory of agency property and protect all such property;
- Oversee audits, compliance, and long term financial planning;
- Procurement and purchase activities in accordance with procedures approved by the Board and in accordance with all applicable state, federal and local laws, and;
- Make notification to EOHLC of any potential legal claims or lawsuits brought against the Authority for any incidents occurring on state-aided property.

In addition, the Executive Director will identify new funding opportunities, including grants, partnerships and public/private initiatives.

Personnel

The Executive Director will lead, mentor, and develop a professional workforce of over fifty (50) employees; fostering a positive, inclusive, and accountable organizational culture. The Executive Director must ensure effective personnel management, including compliance with collective bargaining agreements, if applicable.

The Executive Director is authorized to transact all personnel actions, subject to the CHA's Personnel Policy, and to report such actions as necessary to CHA's Board. Generally, the Executive Director is responsible for:

- Recruitment, hiring, staffing and supervision of department heads and any personnel not under the supervision of department heads;

- In accordance with CHA's Personnel Policy and applicable internal policies, every effort shall be made to recruit employees who represent the population that the CHA serves in terms of diversity and inclusiveness.
- Ensuring that performance evaluations of all staff are completed;
- Determining the need for travel and training of all employees, and approval or denial of staff travel and training requests, consistent with the CHA's annual budget;
- Provide opportunities for staff to access continuing education and training so that they can advance in their careers;
- Promotion, demotion and disciplinary actions; and
- Review and update of the Personnel Policy and all job descriptions, as needed, and;
- Compliance with all state and federal employment laws.

Board Administration and Support

The Executive Director supports operations and administration of the CHA Board by advising and informing CHA Board commissioners, interfacing between CHA Board and staff, and cooperating with the CHA Board's process for the evaluation of the Executive Director's performance. Such responsibilities include but are not limited to:

- Reporting at each regular meeting or more often as requested by the Board an account of his/her transactions and the financial condition of the CHA;
- Preparation of regular reports for the CHA Board on the status of projects and programs;
- Reports on the results of present policy and recommendations for changes in policies to the CHA Board;
- Recording of the minutes and the records of the CHA's meetings in a satisfactory and legal form as the ex-officio secretary of the Board pursuant to G.L. c. 121B, §7, and;
- Development of an Annual Plan as required by G.L. c. 121B, §28A and submission of the Plan to EOHLC in accordance with its guidelines.

Other Duties and Responsibilities, As Assigned

The Executive Director shall perform such duties as are commensurate with the position of executive director, including without limitation, such duties as may be assigned to the executive director from time to time by the Board.

The Executive Director shall comply with all applicable federal, state and local laws, EOHLC regulations and guidelines, and directives and policies of the CHA Board.

Qualifications

Required

- At least 8 years of senior leadership experience in housing, community development, public administration, or nonprofit management.
- Demonstrated knowledge of federal and state affordable housing programs, including Section 8, LIHTC, RAD, state public housing, and supportive housing initiatives.
- Strong financial management skills, including budgeting, audits, capital planning, and compliance.
- Strong management skills, and at least three years of supervisory experience of a staff of twenty-five or more.
- Proven ability to manage complex housing operations, redevelopment projects, and multiple funding sources.
- Excellent communication and interpersonal skills, with the ability to work effectively with residents, staff, community stakeholders, and policymakers.
- Experience working with or reporting to a governing board.

Preferred

- Experience with Massachusetts housing programs and EOHLC/HUD/LIHTC regulations.
- Experience with large-scale redevelopment or new construction.
- Successful track record with grants and funding partnerships
- While not required for hiring, certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA of an EOHLC-approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment.

Reports

- Reports to: CHA Board of Commissioners
- Supervises: Senior management team and staff across all CHA departments

Hours of Work

37.5 hours per week, during normal working hours (Monday – Friday 8 a.m. to 6 p.m.), and as needed by the CHA.

Compensation

The annual starting salary range is \$196,895.70 - \$218,773, commensurate with experience, experience, certifications, and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet.

This position comes with a generous benefit package pursuant to the CHA personnel policy and all applicable EOHLC rules and regulations.

The **CHA** is an Equal Opportunity Employer. Minorities, women, veterans, and people with disabilities are strongly encouraged to apply.

