

BELLINGHAM WHATCOM COUNTY HOUSING AUTHORITIES

JOB DESCRIPTION

JOB TITLE:	Executive Director	SALARY, EXEMPT NON-REPRESENTED
DEPARTMENT:	Executive	
REPORTS TO:	Housing Authority Board of Commissioners	
SUPERVISES:	Chief Operating Officer, Director of Finance, Director of Asset Development, Director of Information Technology, and HR/Executive Services Manager	

POSITION OVERVIEW:

The Executive Director leads the Bellingham/Whatcom County Housing Authorities (BWCHA) in its mission to provide affordable housing opportunities and support housing development initiatives within Whatcom County. The Executive Director is responsible for all aspects of the Housing Authorities' operations including administration, management, development, and financial control. Works with the Board of Commissioners and senior management team on the development of all policies affecting the housing authority including strategic initiatives, economic feasibility, sound business planning and management.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Board Relations

- Serve as primary advisor and secretary of the Board.
- Report monthly to the Board, providing updates on BWCHA's activities, financial performance, and future plans.
- Collaborate with the Board to develop policies and initiatives that align with community needs and priorities.
- Apprise the Board of relevant trends, material external and internal changes, and the assumptions upon which any Board policy has previously been established.
- Continue to foster a culture of partnership between Board and staff.

Financial Leadership

- Direct the fiscal, accounting, budgeting control and purchasing programs, ensuring the financial integrity and viability of the authority.
- Identify and pursue diverse funding opportunities to support BWCHA sustainability.
- Drive continuous improvement in processes and systems to increase organizational effectiveness.

Strategic Leadership

- Develop and implement strategic plans that align with BWCHA's mission, goals, and objectives.
- Provide visionary leadership to guide the organization in addressing the needs of the authority, its clients, and the community.

- Collaborates and supports with senior leadership in establishing agency priorities, and reviewing policies and programs, fostering a culture of innovation, and continuous improvement.

Real Estate Acquisition and Development

- Seeks out new entrepreneurial avenues to positively impact BWCHA in affordable housing, and community building.
- Provide direction and oversight of agency planning related to new property acquisition; rehabilitation of existing facilities; and development and construction of new properties.
- Ensure that all risks of acquisition, rehabilitation and development are evaluated, monitored, and managed.
- Support the management of authority assets ensuring property and program effectiveness and longevity.

Compliance

- Oversee regulatory compliance with the U.S. Department of Housing and Urban Development, the Washington State Housing Finance Commission, the Washington State Department of Commerce, and others.
- Maintain a strong understanding of federal housing policies and advocate for BWCHA interests.

Community Leadership

- Educate and influence key stakeholders, residents, investors, and partners on issues related to the mission and direction of the authority.
- Establish effective relationships with community leaders and partners.
- Identify barriers to affordable housing in Whatcom County and work with community partners to eliminate those barriers.

Partnership

- Establish and maintain appropriate relations with other government and non-profit professional and services groups in the community, including city and county officials.
- Maintain necessary and effective relationships with federal, state, and local government agencies.
- Maintain necessary relationships with other agencies in similar fields including the Association of Washington Housing Authorities.
- Engage with key stakeholders to foster regional collaboration and address housing challenges collectively.
- Represent BWCHA in a variety of forums to contribute and collaborate to address broader housing issues.

WORKING CONDITIONS AND EQUIPMENT USED:

This position functions primarily in an office environment. Work outside the office includes numerous meetings throughout the community, occasional visits to housing construction sites and other properties of the Housing Authority. Incumbents must be able to effectively utilize computers and related software, computer printers, photocopier, and telephone (hand and cell).

QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Demonstrated ability to read, interpret, and apply state, federal and local regulations, including extensive knowledge of housing programs, laws, and regulations.
- Demonstrated ability in formulating policies, developing, and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budgets and conducting effective community and public relations.
- Strong decision-making skills, organizational and time management, delegation, and follow-up skills.
- Demonstrated ability to implement strategic plan objectives and the mission and vision of the organization.
- Mission driven leader with strong and effective leadership and supervisory skills; demonstrated ability to collaboratively set goals, provide direction, ensure accountability, and motivate others to achieve and overcome barriers.
- Demonstrated ability to develop, maintain and inspire others to buy into the vision of a growing collaborative organization.
- Demonstrated ability to assess opportunities and mitigate strategic risks, while monitoring progress and making timely course corrections.
- Skill and ability to effectively communicate with diverse populations.
- Demonstrated ability to establish effective working relationships with employees, clients, partners and the general public.
- Demonstrated ability working with policymakers and government agencies to educate and influence policy.
- Excellent written and verbal communication skills, including comfort with public speaking.
- Demonstrated analytical and problem-solving skills.
- Knowledge of construction techniques and practices.

Education and Experience

- Bachelor's degree in business, public administration, management or related fields is required.
- Significant experience in affordable housing finance, acquisition, development, and renovations.
- Extensive experience working with affordable housing programs, with five years of progressively responsible supervisory experience required.
- Demonstrated success leading an organization and motivating others within a fast-paced constantly changing work environment.
- Master's degree in business, public administration, management or related fields is preferred.

Licenses or Certificates

- Valid Washington State Driver's License (within 30 days of employment) and an acceptable driving record (according to the organization's standards).

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.