

EXECUTIVE DIRECTOR

Central Iowa Regional Housing Authority (CIRHA) is seeking a highly qualified Executive Director to replace the outgoing Executive Director that is retiring after leading the agency for 30 years. The new Executive Director will manage a budget of \$6.8 million, will report to a nine-member Executive Committee and manage a portfolio of 1,023 Housing Choice vouchers, 76 Emergency Housing Vouchers and 132 scattered public housing sites. The Agency employs 11 experienced and energetic staff that keep a High Performer status in both PHAs and Section 8. While operating out of their Grimes, Iowa office, the Agency provides housing assistance along with other programs in a six-county region located in Central Iowa.

Candidates should either be a graduate of an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, or related area or have a minimum of five years of progressively more responsible experience in the supervision and management of affordable housing programs. The full position description and other qualifications can be found on the agency website at www.cirhahome.org. The Executive Director will be expected to obtain and maintain an Executive Director Certification from NAHRO or PHADA.

It is expected that the selected candidate will have the leadership, management, technical and interpersonal knowledge, skills, and abilities to be a high-performing Executive Director. Compensation for the position is negotiable, depending on the qualifications and experience of the chosen candidate. It is expected that the selected Executive Director will establish residency in the Central Iowa region.

CIRHA is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will be not discriminated against. CIRHA is committed to embracing diversity and encouraging inclusion in our programming and our organization.

Please submit a one-page cover letter, a two-page resume that includes salary history and salary expectations, and a listing of three professional references. Please submit an email version of the application document to both Stan Quy, President / Principal of the Organizational Leadership Edge at Squy@cox.net and Carol Bower, Housing and Development Consultant at carolbower400@gmail.com. The deadline for submittal of applications is September 30, 2022 by 5:00PM Central Time.

CENTRAL IOWA REGIONAL HOUSING AUTHORITY

EXECUTIVE DIRECTOR

For a High Performing Housing Authority providing 132 units of public housing and 1099 Section 8 vouchers throughout a six county region.

Responsible for administration of the housing programs, including all grant programs (capital fund, new construction, resident initiatives), maintenance, development and financial management. Must possess the necessary skills to function with independent judgment and to supervise and direct staff in the delivery of housing related programs and services. This position develops and implements policies, rules, regulations, programs and budgets for the Housing Authority in accordance with HUD regulations and Executive Committee goals and objectives; ensures compliance with all HUD regulations through an ongoing monitoring of all programs and continual training of Housing Authority staff; participates in federal audits of the Housing Authority programs; directs and reviews the work of staff; interviews and selects staff and conducts ongoing evaluation of staff and program performance; periodically conducts inspections of buildings and grounds to ensure completion of maintenance activities and tenant satisfaction; assesses the housing needs and problems of the communities and promotes the various federally funded housing programs that are available; develops and controls an annual budget

EDUCATION AND EXPERIENCE:

Minimum qualifications include a college degree in a related field and at least five years of increasing responsibility in business or public administration or an equivalent combination of education and experience. Executive Director Certification is required upon applying or must be obtained within one year.