



## The Opportunity: Deputy Executive Director

The Deputy Executive Director position at the Fresno Housing Authority (FH) offers an opportunity to contribute to the day-to-day operations and long-term strategic vision of one of the country's most innovative housing agencies. Throughout the urban, suburban, rural, and agricultural communities of Fresno County, the agency supports over 50,000 area residents – including 24,000 children. Fresno Housing Authority manages diverse affordable housing programs and properties designed to build and support an engaged and informed community throughout Fresno County. The agency leverages 60 partnerships with other Fresno-area organizations and agencies to provide programs and services in 3 languages for children, youth, and adults. These initiatives allow Fresno Housing Authority to serve as a community partner to residents, providing safe and affordable housing while extending opportunities to foster education, nutrition, safe play, civic pride, and family sustainability.

The Deputy Executive Director will oversee FH's operations in the following areas: housing programs, real estate and community development, finance, strategic planning, program and policy analysis, human resources, and information technology. The incumbent supports FH's CEO by facilitating efficient and effective operations in accordance with applicable federal, state, and local laws and regulations. The ideal candidate will demonstrate considerable independence, evaluative thinking, written and oral communication skills, operational leadership skills, and strategic planning skills.

### The Authority and the City and County

Fresno Housing Authority (FH) has been providing quality housing to area residents since 1940. Fresno Housing currently serves:

- 50,000 residents
- 17,000 families
- 24,000 children 18 years and younger
- 1,900 seniors 62 years and older
- Nearly 13,000 rental assistance vouchers (for 38,000 individuals)
- 215 formerly-homeless veterans using housing vouchers
- 160 formerly-homeless individuals with disabilities using Shelter Plus Care certificates.

The Agency partners with 3,800 landlords to administer a robust Housing Choice Voucher program. In addition, Fresno Housing creates some of the highest quality public housing in California. FH also acts as an affordable housing developer, making long-term investments in Fresno's housing infrastructure.

Fresno Housing's current portfolio includes:

- 4,000+ housing units for 12,000 residents
- 120+ units of permanent supportive housing
- 70 housing developments in 16 cities and towns.

In addition to Fresno Housing's "brick and mortar" portfolio, the agency takes a lead role in civic efforts and collaborates with education, social service, and government leaders to create long-term impacts throughout the community.

Fresno Housing's staff includes over 230 employees based at 22 locations across the county. FH's administrative offices are located on the Fulton Mall in downtown Fresno. The area is home to over 40 diverse restaurants and cultural attractions, including the Warnors Center for the Performing Arts and Chukchansi Park, home of the Fresno Grizzlies baseball team.

### ***Fresno Housing Authority Vision and Mission Statement***

***Vision:*** Fresno – an engaged county, where all residents have access to quality housing that contributes to vibrant communities, and where all residents are empowered to achieve their educational and economic goals.

***Mission:*** Create and sustain vibrant communities throughout Fresno County.

### ***Strategic Goals***

*To accomplish its mission, the Agency focuses on four primary strategies as it works toward its broad, community-building mission:*

- 1) ***PLACE.*** Develop and maintain quality affordable housing for low-income residents throughout the city and county
- 2) ***PEOPLE.*** Design, implement, and sustain exceptional programs that invest in residents (and other program participants) to become self-sufficient (through an array of educational, employment, and economic platforms)
- 3) ***PARTNERSHIP.*** Lead, encourage, and build partnerships with local, regional, and national organizations to promote policies that build community; that increase and enhance affordable housing options; and that provide programs that reflect and support the needs of housing participants
- 4) ***PUBLIC.*** Generate public will to address the housing needs of low-income households in Fresno (and throughout California) by contributing to effective national and statewide advocacy efforts and by leading local and regional programs that educate and encourage residents of Fresno County to have a voice in housing and civic issues.

### The Position

The Deputy Executive Director reports to FH's Chief Executive Officer (CEO) and heads the Agency's executive leadership team. The Deputy Executive Director assists FH's CEO in implementing the Board of Commissioner's vision while ensuring innovative and effective day-to-day operations throughout FH.

### Essential Duties of the Deputy Executive Director

- Leads the Agency's operational, administrative, and strategic initiatives in order to support the mission and vision of Fresno Housing, including complex financial structures that support an annual operating budget of \$140 million along with \$250 million in real estate and property assets.
  - Supports the CEO to ensure that the Agency operates effectively, efficiently, and in accordance with applicable federal, state, and local laws and regulations; acts as CEO in the event of absence.
  - Partners with CEO in leading the development and execution of agency-wide and departmental strategic goals. Ensures department heads possess sufficient resources and guidance to facilitate successful implementation of strategic initiatives.
  - Oversees all Planning and Community Development Department services and activities; oversees Agency real estate development activities, including construction initiatives and the pre-development pipeline.
  - Oversees the Agency's Housing Choice Voucher and property operations programs, ensuring compliance with related regulations and facilitating the achievement of strategic objectives.
- Leads and coaches a multidisciplinary team of professionals and support staff.
  - Leads the process of identifying change management areas and develops plans for improvements that reduce costs while maintaining high levels of service.
  - Identifies, assesses, communicates, and addresses areas of potential risk to Agency assets, earning capacity, and/or success.
  - Directs the preparation of the yearly operating and capital fund budgets; oversees departmental budget planning.
  - Oversees Agency financial operations, ensuring compliance with related regulations and implementation of proper controls and reporting systems. Reviews financial operating statements and program activities; oversees short and long-term program evaluation and planning initiatives.
  - Directs the Agency's public and governmental affairs functions, ensuring all communications initiatives support the Agency's strategic goals and mission.
  - Directs the strategic and operational planning of the Human Resources and Information Technology (IT) Departments.



### Desired Background & Competencies

Education/Experience: Master's Degree in Business Administration, Public Administration, Finance, Urban Planning, or a related field; MBA preferred; and a minimum of ten (10) years of progressive responsibility in management, finance, and employee and program supervision. An equivalent combination of education and experience may be considered.

Strategic Capability and Leadership: Provides mission, sets direction, and inspires others to deliver on organizational mandates.

Program and Project Management: Ability to plan, manage and evaluate specific activities in order to deliver desired outcomes.

People Management and Empowerment: Establishes and/or supports a culture of professional employee development and enablement through mentoring, coaching and the use of other feedback mechanisms as appropriate.

Problem Solving and Analysis (Resource Allocation and Analysis): Ability to systematically identify, analyze, and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner.



### Compensation

- Salary commensurate with experience. Salary range for this position begins at \$140,000.
- Executive level benefits package including Health, Dental, Vision, Life Insurance; Long and Short Term Disability; Paid vacation, Sick Leave, and Holiday Leave.
- 9/8o Work week with office closures every other Friday.
- Retirement Benefits: CalPERS defined benefit retirement plan, 457 Tax Deferred Retirement plan.



### To Apply

To apply, please send a resume and cover letter by email to: [Human Capital Initiatives recruit@humancapitalinitiatives.com](mailto:HumanCapitalInitiativesRecruit@humancapitalinitiatives.com). Please include the job title "Deputy Executive Director" in the subject line of your email. Do not contact the FH directly regarding this position.

It is the policy of the Fresno Authority to give preference in employment to Section 3 - eligible individuals. **The Fresno Housing Authority is an Equal Opportunity Affirmative Action employer.** Minorities, individuals with disabilities, and others are encouraged to apply.