



The Opportunity: Executive Director for Northwest Oregon Housing Authority

The Executive Director (ED) position offers an exceptional opportunity to lead a small team in a newly revitalized organization and contribute to the day-to-day and long-term viability at a dynamic housing authority. Northwest Oregon Housing Authority (NOHA) offers a unique variety of properties, which includes new construction, existing development, and historic properties.

Northwest Oregon Housing Authority's resources include authority-owned residential communities; authority-sponsored mixed-income, mixed-finance residential communities; Housing Choice Vouchers; supportive housing arrangements; and homeownership opportunities.



NOHA and the City of Warrenton

NOHA offers affordable properties located within Clatsop, Columbia, and Tillamook Counties. Warrenton, Oregon, is a small coastal city in Clatsop County, at the end of the Oregon Trail. Located west across Young's Bay from Astoria, it sits on the most northwestern point of the State of Oregon. The area's history is visible to this day; you can explore the same landscapes seen during expeditions made in the early 1800s. Surrounded by water, Warrenton is a charming community located on the Columbia River, with a sizable marina and Victorian-era homes. The nearby Fort Stevens State Park, which extends up the jetty at the mouth of the Columbia, offers camping, trails, beach access, and swimming at Coffenbury Lake.



The Position

The Executive Director is responsible for providing overall management duties for Northwest Oregon Housing Authority to effectively manage housing operations in Clatsop, Columbia, and Tillamook Counties. This position reports directly to the Board of Commissioners.

The primary purpose of this position is to provide leadership, vision, direction, and resources to ensure that the mission of Northwest Oregon Housing Authority is achieved through the collective effort of its employees.



Essential Duties of the Executive Director

- Directs all activities of the Authority and any affiliated organizations, subject to the organizational bylaws and concurrence of the Board of Commissioners.
- Supervises and assigns all Executive Staff responsibilities and provides administrative support and counsel in carrying out policy guidelines as received from the Board of Commissioners and federal, state, and local governments.
- Administers personnel policies and rules and regulations adopted by the Board, within the limits of the approved budget.
- Develops and maintains professional relations and advances NOHA priorities and agenda with all stakeholders, including the general public, government officials (federal, state, and local), and community organizations.
- Responsible for seeing that public relations activities present a favorable image of NOHA on a state, local, and national level. Designates appropriate staff to serve as spokespersons to the media as well as public and private organizations.
- Oversees the administration of all NOHA affordable housing programs in accordance with the established policies of the Authority and its bylaws, federal and state law, and HUD regulations.

- Plans, assigns, reviews, and coordinates all operations and functions for the development and management of the projects for the Authority, including all financial and personnel responsibilities.
- Prepares a plan of operations and submits an operating budget for all programs and, based on such plan, controls expenditures in conformance with the approved budget.
- Plans maintenance program, supervises maintenance work, and keeps buildings, equipment, and grounds in good repair.
- Prepares, and tracks all financial and occupancy reports as required by regulations and submits same to agencies involved; maintains books of accounts in accordance with standard principles and HUD procedures or arranges for others to do so.
- Interprets and clarifies standards, policies, and procedures for the Authority's operations to ensure consistent compliance with state and federal regulations.
- Prepares HUD-required annual and five-year agency plans.
- Ensures timely submission of data and reports using applicable HUD electronic systems.
- Implements all policies of the Authority in response to planning, design, building, construction, and housing management.
- Assists the Board in employment of architects, appraisers, and surveyors. Prepares or arranges for the preparation of a development program (including modernization).
- Assists the Board in selection and acquisition of sites.



- Prepares bid invitations and assists the Board with the award of construction contracts; administers such contracts for conformance to specifications.
- Applies for grants and loans to fund development activities, including pre-development activities. Complies with all grant agreements and submits timely reports to the Board and funding sources.
- Identifies opportunities for housing development. Develops and recommends solutions. Creates and implements a long-term development plan. Institutes a system driven by planning that anticipates and presents community-housing solutions. Conducts Housing Authority service capability studies. Drafts and develops project strategies and means of intended implementation for development and/or construction of affordable housing and associated programs, including grant/funding applications.
- Prepares all recommendations to be acted upon by the Authority at regular and special Board meetings. Oversees the administration of Authority operations in accordance with all applicable laws, regulations, policies and procedures, and NOHA's social mission.
- Leads NOHA personnel; holds regular staff meetings with all staff; and coordinates

training and orientation, program planning, and development of all Authority personnel.

- Completes other related duties as assigned.

Desired Background & Competencies

Education/Experience

- Bachelor's Degree in Public Administration, Business, or other closely-related field required; an advanced degree is preferred
- Minimum of five (5) years of responsible managerial experience in affordable housing program management and development or five (5) years of responsible managerial experience in a closely-related field, e.g., a regulatory agency, including at least two (2) years in budgeting activities

An equivalent combination of education and experience may be considered.

Compensation

- Compensation commensurate with experience
- Comprehensive benefits package, including health, dental, and vision insurance; life insurance; a retirement savings plan; paid time off; stipend for vehicle and cell phone; and other benefits

To Apply

Visit Human Capital Initiatives, LLC career site:

<https://www.careers-page.com/human-capital-initiatives-llc/job/V84XR8>

If you have questions, you may contact Mr. Jason Geno at: 202-792-6754

Do not contact Northwest Oregon Housing Authority directly regarding this position.

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