



Job Title:
Executive Director
Position Type:
Full-time / EXEMPT

POSITION SUMMARY

The Executive Director (ED) provides leadership and strategic direction for complex affordable housing developers and asset/property management entities with a portfolio of HUD programs as well as extensive non-HUD regulated assets. The RHA services over 2,000 families per year and partners in mixed-finance redevelopment projects in the city of Renton, WA with a total multi-phased budget of over \$300M. RHA serves as a general partner in five low-income tax credit limited liability limited partnerships, enjoying private debt placement for the expressed mission-consistent purpose of developing or modernizing housing for residents at or below 80% of the area median income.

The scope of strategic and operational leadership and direction covers property management and maintenance, financial and asset management, property acquisition and development, resource conservation, resident and community services, tax-exempt bond financing, and program research and evaluation. Responsibilities include the development of strategic objectives, goals, and policies under the direction of the five-member Board of Commissioners, short- and long-term financial planning, and the successful execution of day-to-day operations. Organizational supervision is exercised over all personnel within the organization using a consistent, clear, highly collaborative, and supportive communication style.

The ED must work strategically and diplomatically with a wide variety of public officials and governmental entities, nonprofits, large employers, private developers, professional associations, and advocacy organizations collaboratively and persuasively. The ED must have a strong knowledge and experience base in housing development and operations and be knowledgeable about federal, state, and local affordable housing programs, particularly programs that can be used to expand or sustain RHA's housing inventory. RHA's ED must have an understanding of housing trends and the social, economic, health, and support needs of affordable and market-rate housing populations and their communities. It is essential that the ED also have a clear understanding of the history of housing discrimination, displacement, and racial disparities in access to housing and public services.

KEY RESPONSIBILITIES

- Provides strategic leadership to the Authority to shape, support, and guide efforts to fulfill the organization's mission as defined by the Board of Commissioners; developing new initiatives to increase the impact and effectiveness of the agency.
- Assesses the housing needs of the community; advises the Board of Commissioners on addressing identified needs and formulating policies; interprets and implements policies approved by the Board.

- Provides oversight regarding the financial affairs of the Authority including long-term and annual budgeting processes, investing cash assets, and developing and executing new approaches to financing mission-related initiatives.
- Is responsible for oversight and management of the Authority's real estate asset base, including investor relationships with the tax credit partnerships in which RHA currently serves as the general partner or managing member.
- Serves as a liaison and represents RHA with local, regional, state, and federal public officials and government agencies.
- Establishes, maintains, and enhances partnerships with nonprofit partners, financial institutions, philanthropic organizations, research institutions, school districts, institutes of higher learning, and other housing developers.
- Establishes and maintains relationships with community-based organizations and other key stakeholder groups in the community, including residents, to effectively identify and provide access to needed services.
- Recruits and supervises senior leadership; oversees the leadership team in establishing and executing equitable personnel policies regarding assignment, direction, training, supervision, and disciplining of agency staff.
- Sets annual operational goals and monitors and supports agency operations.
- Plans, finances, and develops new affordable housing programs and projects in partnership with state, county, and city governments, local stakeholders, financial institutions, large employers, and other community organizations.
- Serves as Secretary of the Board of Commissioners; records proceedings and maintains the records RHA; acts as custodian of the seal of the Authority; executes contracts as directed by resolution of the Board; provide financial reports; keeps the Board fully informed.

THE IDEAL CANDIDATE

RHA seeks a forward-thinking, dynamic executive with a strong background in affordable housing program operations and housing financing and development, who has the political and communication skills to work effectively with a wide variety of elected and public officials, public agencies, residents, community-based stakeholders, suburban cities, and other affordable housing organizations. The successful candidate must have an inclusive management style, be highly skilled in motivating and directing staff, and have a clear vision for how RHA addresses the area's housing challenges. The candidate will ideally have led and developed other organizations and have a proven ability to collaborate with colleagues and implement RHA's practices and policies.

The successful executive will demonstrate inspirational leadership to all groups and individuals within or associated with RHA. Demonstrated expertise in communicating with and advocating for people from all backgrounds is essential. Furthermore, the successful executive must have a proven record of inclusive leadership aimed to promote a culture of belonging among leaders and staff at all levels, including the Board of Commissioners.

RHA seeks an executive leader who will contribute to and complement an evolving culture of diverse and innovative leadership, rising to the challenge of meeting the housing needs of tomorrow, today, and the future.

REQUIRED QUALIFICATIONS

- Bachelor's degree in public or business administration, finance, engineering, planning, or related field or equivalent professional field experience.
- A minimum of 6 years of experience in an executive leadership role in housing development and property management, including experience in HUD program development and management, or an equivalent combination of education and experience.
- A career path that shows a mix of stability and growth-focused moves with similar organizations and the capacity to develop and nurture relationships culminating in overall success.
- Comprehensive knowledge of the principles and practices of public administration, public housing, the HCV program, housing finance, and the laws, ordinances, rules, and regulations pertaining to a public housing agency; comprehensive working knowledge of urban development, housing management, and rehabilitation programs.
- An understanding of and experience with the Low-Income Housing Tax Credit Program and bond financing.
- Demonstrated track record of success in building strong, diverse, and productive work teams with a focus on equity, inclusion, mentoring and nurturing staff development.
- Skilled in advocacy, public policy awareness, and networking that will be useful in representing RHA at the national, state, and local levels.
- Proven ability to build strong external relationships with a variety of constituencies: staff, consumers, community-based partners, elected officials, and other stakeholders.
- Strong communication, high degree of emotional intelligence, mediation, and conflict resolution skills, with proven ability to build strong external relationships with a variety of volunteers, public leadership, partner organizations, and other stakeholders.
- Cultural sensitivity and competency, which is essential in serving economically disadvantaged, diverse populations, including homeless and special needs households, with a particular focus on households that often fall through the community-based safety net.
- Ability to analyze issues and develop effective policies and procedures regarding Housing Authority management and operations, present proposals, and recommendations, logically, and persuasively in public meetings and before elected bodies; ability to negotiate regarding Housing Authority matters while ensuring logical and beneficial solutions.
- Strong critical thinking skills, ability to evaluate information, use independent sound judgment and discretion, implement timely decisions, and make recommendations that anticipate the cost benefits, risks, and organizational impact on advancing organizational goals.