

Executive Director Greeley-Weld Housing Authority

About Greeley-Weld Housing Authority

The Greeley - Weld Housing Authorities are two Housing Authorities collocated and operating with one staff. Both have separate contracts with the Department of Housing and Urban Development to provide housing services in the City of Greeley and Weld County. The combined budgets for all activities exceed \$12 million. The Greeley Housing Authority is an independent governmental agency with a Board of Commissioners appointed by the Mayor of Greeley. Due to the City's Housing Authority management of the Weld County Housing Authority the number of commissioners was increased from five to nine with four commissioners being recommended for appointment by the Weld County Commissioners.

The Housing Authority provides safe, decent, and sanitary affordable housing to families and individuals making between 0 and 80% of median income. Currently, the Housing Authority manages a portfolio of 724 Section 8 Vouchers for Greeley, 427 Section 8 Vouchers for Weld County, 86 units of public housing.

Job Title: Executive Director

Location: Greeley, Colorado

Classification: Exempt

Employment Status: Full-Time

Reports to: Chair, Board of Directors

Salary Range: \$110,000 - \$130,000

Position Overview

The Greeley-Weld Housing Authority is seeking an experienced and visionary Executive Director to lead the organization in its mission to provide affordable housing solutions and support services to residents in Greeley and Weld County. The Executive Director will oversee all aspects of the organization, including strategic planning, financial management, program development, community engagement, and staff leadership.

Areas of Responsibility

Strategic Leadership

- Develop and implement strategic plans and initiatives that align with the organization's mission and goals.
- Conduct regular assessments of housing needs and market trends to inform strategic decision-making.
- Lead the organization in adapting to changing housing and community development landscapes.

- Collaborate with the Board of Commissioners to establish policies, priorities, and performance metrics for organizational success and sustainability.
- Researching and updating organizational policies, technology, and infrastructure to align with best practice and to maintain ongoing relevance and organizational efficiency.

Staff Leadership & Administration

- Provide effective leadership, mentorship, and supervision to a diverse team of professional staff members.
- Develop and support an effective organizational structure to accomplish the work of the organization.
- Foster a positive and inclusive work environment that values teamwork, professional growth, and innovation.
- Support staff development, training, and performance evaluations to enhance organizational capacity and effectiveness.

Financial Management

- Prepare and oversee the annual budget, ensuring alignment with strategic priorities and funding sources.
- Manage grants, contracts, and fundraising efforts to secure financial resources for programs and services.
- Monitor financial performance, analyze variances, and make recommendations for budget adjustments as needed.

Program Development

- Identify opportunities for new affordable housing projects and partnerships with developers, contractors, and lenders.
- Evaluate existing housing programs, services, and initiatives for effectiveness, impact, and compliance.
- Develop innovative strategies to address housing affordability, homelessness, and community development challenges.

Community Engagement

- Build and maintain strong relationships with community partners, stakeholders, nonprofit organizations, government agencies, and housing advocates.
- Represent the organization in public forums, meetings, and events to increase public awareness of the organization and to advocate for affordable housing solutions.
- Conduct outreach and education initiatives to increase awareness of housing programs and resources.

Compliance and Governance

- Ensure compliance with federal, state, and local housing laws, regulations, and funding requirements.

- Maintain accurate records, reports, and documentation for audits, inspections, and reporting purposes.
- Work closely with the Board of Commissioners to uphold ethical standards, transparency, and good governance practices.
- Coordinates and reviews the preparation of the agenda and supporting information for the Board of Commissioners meetings; confers with legal counsel relative to agenda issues; prepares and submits administrative and financial reports; keeps the Board of Commissioners advised of financial conditions, program activities and accomplishments, and the present and future needs of the agency.

Preferred Qualifications

Education

- Bachelor's degree in business administration, public administration, urban planning, social work, or related field, or 5 years or more of relevant work experience
- Master's Degree Preferred

Experience

- Minimum of four (4) years of progressively responsible experience in affordable housing, community development, nonprofit, government, or related fields.
- Previous experience in an executive level position of an organization of similar size and/or structure is desirable.
- Previous experience working to address large scale community challenges at a systems level using upstream interventions, policy, and community collaboration.
- Previous experience supervising a staff of 2 or more.

Skills and Knowledge

- Strong understanding of affordable housing policies, funding mechanisms, and housing market trends.
- Strong understanding of housing systems and root causes that impact long term housing affordability.
- Comprehensive knowledge in diversity, equity, and inclusion work and a strong understanding of current and past housing disparities and how to address them.
- Excellent communication skills, including public speaking, writing, and interpersonal skills.
- Excellent organizational administration skills, including skills in hiring, management, board recruitment, organizational sustainability, policy development, and strategic planning.
- Proven track record in strategic planning, financial management, program development, and stakeholder engagement.
- Ability to work collaboratively with diverse stakeholders and build consensus around complex issues.
- Knowledge of fair housing laws, anti-discrimination practices, and equity principles.

Application Process

Interested candidates should submit a resume, cover letter, and three professional references to Shawn Walcott at swalcott12@gmail.com. Review of applications will begin on May 24st, 2024 and continue until the position is filled.

The Greeley-Weld Housing Authority is an equal opportunity employer and does not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.