

Executive Director
Acton Housing Authority
Acton, MA

The **Acton** Housing Authority seeks an experienced housing administrator or managing agent to lead and manage its programs, properties, and contracts. The **Acton** Housing Authority owns and operates **91** units of state-aided elderly/handicapped public housing, **39** units of state-aided family housing, **12** units of state-aided special needs housing, and administers **16** state AHVP vouchers, and **159** federal HCV vouchers. In addition, **Acton** Housing Authority owns and operates **18** units of additional affordable housing.

Required Minimum Qualifications: A minimum of **4-5** years' experience in housing management, community development, public administration, or a closely related field; knowledge of the principles and practices of housing management, finances, and maintenance systems in public and private housing; excellent written and verbal communication skills; knowledge of laws regulating State and Federal housing programs; clearly demonstrated management and organization skills, and; experience working with people of various socio-economic backgrounds. Certification as a Public Housing Manager from a HUD/EOHLC approved accrediting organization is desired or must be obtained within one year of employment. The successful candidate must be able to pass a criminal background check prior to final selection.

The annual salary range is **\$87,178.00-108,973.00** depending upon experience, certifications, and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet. The work week is **37.5** hrs. per week and includes a generous benefits portfolio.

Candidates should apply in confidence by submitting cover letter and resume to G. Matthew Pike, MassNAHRO, 990 Washington Street, Suite 209, Dedham, MA 02026, ATTN: Acton E.D. Search. For a complete job description go to: [\[link\]](#)

Managing agent respondents should submit a proposal to that same address.

Closing date is close of business on **(Day), (Month) (Date)**, 2024. Late submissions will not be accepted.

The **Acton** Housing Authority is an Equal Opportunity Employer. Minorities, women, veterans, and people with disabilities are strongly encouraged to apply.