The Millbury Housing Authority seeks an experienced housing administrator as its next Executive Director to lead and manage its programs, properties, and contracts. The Millbury Housing Authority owns and operates 169 units of state-aided elderly/handicapped public housing, 25 units of state-aided family housing, and 11 units of scattered site family housing, and administers 3 Mass. Rental Voucher Program (MRVP) vouchers.

**Required Minimum Qualifications:** Four years’ experience in public or private housing, community development, public administration, non-profit administration, or a related field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances, and maintenance systems in public or private housing is desired. One year’s experience overseeing at least three staff persons, or as a significant project team leader, or program administration is required. Excellent written and verbal communication skills required. Knowledge of laws regulating State and Federal housing programs is desired. Strong organizational and personnel management skills desired. Experience working with people of various socio-economic backgrounds. While not required for hiring, certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA of an Executive Office of Housing and Livable Communities (EOHLC) approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment. Diverse applicants are encouraged to apply.

The annual salary range is $87,928 to $92,813 depending upon experience, certifications, and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet. The work week is 37.5 hours per week and includes a generous benefit 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: Millbury H.A. Search or email to mpike@massnahro.org

For a complete job description go to: [https://files.constantcontact.com/a08b9b0e001/6cb04631-3566-4167-9a45-33325f9c4414.pdf](https://files.constantcontact.com/a08b9b0e001/6cb04631-3566-4167-9a45-33325f9c4414.pdf)

Closing date is close of business on Friday, August 11, 2023. Late submissions will not be accepted.

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