

BEVERLY HOUSING AUTHORITY

EXECUTIVE DIRECTOR

The Beverly Housing Authority is seeking a qualified applicant to oversee the daily management and operation of 326 units of Chapter 667 elderly/handicapped housing, 117 units of Chapter 200 family housing, 12 units of Congregate, 15 units of Chapter 705 family housing, 8 units of Chapter 689, 1 unit of BHA Owned housing, 118 units of federal elderly housing, 50 units of federal family housing, 403 Leased Section 8 HCV and 141 Leased MRVP, 54 DMH Units and 3 AHVP units. The candidate should be familiar with both Commonwealth of Massachusetts EOHL (Executive Office of Housing and Livable Communities) requirements and U.S. Department of Housing and Urban Development (HUD) Federal Housing Programs.

Required Minimum Qualifications: Eight years' experience in public or private housing, community development, public administration, non-profit administration, or a closely related field that demonstrates strong management and organizational skills. Strong Management and organization skills required. At least three years' supervisory experience of a staff of ten or more is required. Excellent written and verbal skills necessary to effectively communicate with local officials, boards, residents, service providers and funding agencies. Substantial background in the implementation of management controls, systems, and business process change. Demonstrated record of creativity and innovation strongly desired.

Working knowledge of fiscal management, maintenance systems, personnel, and administrative management systems in public or private housing is desirable. Considerable knowledge of local, state, and federal governmental procedures and regulations as they related to housing development, construction and the management of local housing authority operations is desirable but not required and may be substituted by high level business or other administrative experience. 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 a EOHL approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment.

Salary is commensurate with experience and education and negotiable to a maximum of \$158,877. Salary subject to EOHL Executive Director Salary Schedule Guidelines. The minimum number of work hours per week is 37.5 and must be worked during normal business hours. A full range of benefits is offered in accordance with the Beverly Housing Authority personnel policy. The Executive Director reports to a five-member Board of Commissioners. Diverse applicants are encouraged to apply.

Applicants should send a cover letter and resume to Lisa Gallagher, Director of Finance, Administration and Human Resources, Beverly Housing Authority, 137 R Bridge Street, Beverly, MA 01915 or email to lgallagher@beverlyhousing.net. Resumes should be received no later than 8/16/24.



An Equal Opportunity Affirmative Action Employer