

The Chelsea Housing Authority is seeking highly qualified and experienced applicants for the position of Executive Director.

Required Minimum Qualifications: Eight years' experience in public or private housing, community development, public administration, non-profit administration, or a closely related field. Exceptional management and organization skills required. At least three year's supervisory experience of a staff of ten or more is required. Excellent written and verbal skills are 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 relate 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 a MPHA certification by a DHCD-approved Massachusetts Public Housing Administrator Certification Program is desirable (and otherwise must be obtained within the first year of employment). Diverse applicants are encouraged to apply. The Chelsea Housing Authority consists of 266 units of Chapter 667 Elderly Handicapped units, 294 units of Chapter 200 units, 55 Massachusetts Rental Voucher Program (MRVP) vouchers, 15 Alternative Housing Voucher Program (AHVP) vouchers, 517 Housing Choice Voucher (HCV) vouchers, 5 Section 8 VASH vouchers, 40 Section 8 Mainstream vouchers; and 354 units of HUD Low Income Public Housing. In addition, the Chelsea Housing Authority is the Management Entity for 464 Section 8 Housing Choice Vouchers for the housing authorities in four neighboring communities. Required Work Hours: 37.5 hours per week. The successful candidate must be able to pass a criminal background check prior to final selection.

Minimum starting salary for this position is \$163,000. Salary is commensurate with experience and education and subject to approval by the Massachusetts Department of Housing and Community Development.

For a complete job description go to <https://files.constantcontact.com/a08b9b0e001/e6235385-ca7e-4235-8504-14bb7a801866.pdf>.

Please submit resume, cover letter, and a list of appropriate references to: G. Matthew Pike, MassNAHRO, 990 Washington Street, Suite 209, Dedham, MA 02026, ATTN: Chelsea E.D. Search. Application closing date is November 25, 2022. The Chelsea Housing Authority is an Equal Opportunity Employer. Minorities, women, veterans, and people with disabilities are strongly encouraged to apply.