

EXECUTIVE DIRECTOR/MANAGEMENT AGENCY

ADVERTISEMENT

The Mashpee Housing Authority seeks an experienced housing administrator for leadership and management of its programs, properties, and contracts. The agency is also willing to consider proposals from other LHAs acting in the capacity of a management agency. The Mashpee Housing Authority owns and operates 24 units of state-aided elderly/handicapped public housing, 6 units of state-aided scattered site family housing, 38 Massachusetts Housing Voucher Program Project Based (MRVP PB) Vouchers, 31 Mobile MRVP Vouchers and 2 state-aided Alternative Housing Vouchers (AHVP). In addition to its own programs and properties, Mashpee Housing Authority is currently under contract to manage the Brewster, Carver, and Mattapoisett Housing Authorities, as well as a 56-unit LIHTC property and a 10-unit affordable housing rental development. Other state-aided elderly/handicapped developments managed under contract include: Brewster 32, Carver 20, Mattapoisett 54; other state-aided Family Housing Program units are: in Brewster 24, Carver 8, Mattapoisett 10 units of Veterans Family Housing Program in Mattapoisett; and 13 MRVP Mobile vouchers are also administered in Brewster.

Minimum Requirements: A minimum of four 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. One year's experience overseeing at least three staff persons or program administration is required. Excellent written and verbal communication skills required. Knowledge of laws regulating State and the LIHTC housing programs. Experience working with people of various socio-economic backgrounds. Must be bondable. Certification as a Public Housing Manager from a HUD approved organization is desired or obtained within one year of employment. Working knowledge of and experience with the development/redevelopment of affordable housing and management of capital improvement projects is preferred. Demonstrated ability to learn and use the agency's computer system is preferred. A bachelor's degree in a related field may substitute for up to two years of experience.

Preference will be given to those who have MassNAHRO Certification as a Public Housing Manager and Certification from Spectrum for LIHTC administration. Preference will be given to those who are familiar with the housing authority's software (PHA-web and QuickBooks).

The salary range is \$110,000 to \$125,000 depending on experience and certifications and in accordance with the DHCD Executive Director Salary Schedule/Calculation worksheet. The work week is 40 hrs. Per week with full benefits. Salary range is dependent on current management agreements in place.

To apply in confidence, please submit cover letter and resume to DVMainsail@gmail.com

With "Mashpee E.D. position" in the subject line. A full job description is available upon request at this same email address. DIVERSE APPLICANTS ARE ENCOURAGED TO APPLY.

The deadline for resumes is Monday April 26, 2021 by close of business. Late applications will not be accepted. The Mashpee Housing Authority is an E.O.E.

