

EXECUTIVE DIRECTOR ADVERTISEMENT – JOB POSTING

AD:

Experienced Executive Director sought for Very Large Housing Authority in Lowell, MA Very Large Housing Authority with 1,000 or more Units (Including Rental Assistance Units)

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 year's 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 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 by certification as a MPHA of a DHCD-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.

Required Work Hours: 37.5 hours per week

Applicants should submit cover letters and resumes to Donna Toohey, Human Resources, Lowell Housing Administration, 350 Moody Street, Lowell, MA 01853, dtoohey@lhma.org

Interviews will be held publicly by Selection Committee.

Applicant Submission Deadline: December 31, 2022.