

**Executive Director  
MIDDLEBOROUGH HOUSING AUTHORITY  
8 Benton Street  
Middleboro, MA 02346  
(508) 947-3824**

The Middleborough Housing Authority ("MHA") seeks an experienced housing administrator to manage its housing programs and properties, contracts, staff, personnel matters, and fiscal responsibilities. The MHA owns and operates 90 state-aided elderly/handicapped public units, 28 state-aided CH 200 units, 64 Section 8 New Construction units and 8 state-aided 689 units. MHA administers 12 MRVP vouchers, 157 Section 8 vouchers, and 55 40B/40R Affordable Housing units.

*Minimum Requirements:* A minimum of 4 years' experience in public or private housing management, community development, public administration, non-profit administration, or a closely related field that demonstrates strong management and organizational skills. Knowledge of the principles, practices, statutes, and regulations pertaining to state and federal public housing management, programs, and finances, as well as maintenance responsibilities and practices. At least one years' supervisory experience overseeing at least 3 staff persons, or as a significant project team leader, or program administration is required. Demonstrated excellent written and verbal skills are required, since the position requires the ability to communicate effectively with local officials, boards, residents, service providers and funding agencies. Proficiency in public housing authority accounting software, Microsoft Word, and Excel is required, as well as the ability to organize, multitask and manage a variety of complex items simultaneously. Experience working with the public as well as individuals of various socio-economic background is required. The successful candidate must be able to pass a criminal background check prior to final selection and must be bondable.

Other preferred credentials include graduation from an accredited four-year college or university. Equal experience in public or business administration, management, or closely related fields maybe substituted. Considerable knowledge of local, state, and federal government procedures and regulations relating to housing development, construction, and housing authority operations. An ability to advance MHA's philosophy and mission. Knowledge and experience developing affordable housing and management of capital improvement projects is preferred. Certification as a Public Housing Manager from a HUD/EOHLC approved accrediting organization is desired or must be obtained within one year of employment.

Salary range is \$90,000 to \$107,000 depending on experience, education, and certification in accordance with the current approved EOHLC Executive Director Salary Schedule/Calculation worksheet. The work week is 37.5 hours per week and includes a generous benefits portfolio. Candidate shall be subject to certain qualification verifications prior to employment.

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: Middleborough E.D. Search – or, using that same subject header, email those application materials to [info@massnahro.org](mailto:info@massnahro.org).

For a complete job description go to: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:a105dc91-6c7f-4b63-ab5b-9f4d5abdffee>

Closing date is close of business on Friday, March 1, 2024. Late submissions will not be accepted.

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