

Executive Director – Ware Housing Authority

Description: The Ware Housing Authority (WHA) is seeking a qualified and experienced housing administrator for the position of Executive Director. The Authority's portfolio includes 86 units of Ch. 667 Elderly/Handicapped, 23 units of Ch.705 Family and 61 Section 8 Housing Choice Vouchers. The candidate should be familiar with both the Executive Office of Housing and Livable Communities (EOHLC) and U.S. Department of Housing and Urban Development (HUD) program requirements.

Minimum Requirements: A minimum of 2 years' experience in public or private housing management, community development, public administration, non-profit administration, or a related field that demonstrates strong management and organization skills. Knowledge of the principles, practices of state and federal public housing management programs, capital improvement planning, technology systems, maintenance, and finances desired. Strong organizational and personnel management skills desired. One year of experience overseeing at least three staff persons or as a significant project team leader or program administrator strongly preferred.

Possess excellent written and verbal skills for an ability to communicate effectively with local officials, boards, residents, service providers and funding agencies. Experience working with the public, as well as individuals of various socio-economic backgrounds. Must be bondable. Certification as a Massachusetts Public Housing Administrator (MPHA) desired or obtained within one year.

Must be proficient in Word, Excel and Outlook. Familiarity with centralized public housing wait lists (CHAMP), housing software, HUD and EOHLC databases and reporting systems desired. Other preferred credentials include graduation from an accredited two to four-year college or university and a passion for the mission of affordable housing.

The maximum salary is \$94,975 and is dependent upon experience, education, and certifications in accordance with EOHLC Executive Director Salary Schedule. The required work hours are 37 ½ hours per week and the position includes excellent benefits. The candidate will be subject to qualification verification prior to employment.

To apply in confidence please submit a cover letter and resume to Kenneth R. Martin, Consultant, at kenmartin1208@gmail.com with "Ware ED position" in the subject line.

The deadline is no later than the close of business on May 24, 2024. Late applications shall not be considered. More detailed information will be required of applicants that advance to the next level of consideration.

Diverse applicants are encouraged to apply.

The Ware Housing Authority is an Equal Opportunity Employer.