

**Executive Director
Wellesley Housing Authority
Wellesley, MA**

The Wellesley Housing Authority seeks an experienced housing administrator or managing agent to lead and manage its programs, properties, and contracts. The Wellesley Housing Authority owns and operates 100 state-aided family housing units and 133 state-aided elderly housing units. Additionally, the Wellesley Housing Authority has 11 federal HCV vouchers that are administered by another housing authority.

Required Minimum Qualifications: Two years' experience in public or private housing, community development, public administration, non-profit administration, or a related field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances, and maintenance systems in public or private housing is desired. Knowledge of PHA & CHAMP a plus. Excellent written and verbal communication skills required. Willingness to work with people of various socio-economic backgrounds. Willingness and interest in working with tenants on a personal level. 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 an EOHLC-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.

The annual salary range is from \$85,000 to \$103,000 dependent upon experience, certifications, and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet. The work week is 37.5 hours per week and includes a generous benefits portfolio.

Candidates should apply in confidence by submitting cover letter and resume to Cylas Martell-Crawford, MassNAHRO, 990 Washington Street, Suite 209, Dedham, MA 02026, ATTN: Wellesley E.D. Search – or, using that same subject header, email those application materials to info@massnahro.org.

For a complete job description go to: <https://files.constantcontact.com/a08b9b0e001/38ab7b03-f59b-4b29-85f5-09d529b51806.pdf>

Managing agent respondents should submit a proposal to that same address.

Application closing date is close of business on September 30th, 2024. Late submissions will not be accepted.

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

