

POSITION: EXECUTIVE DIRECTOR

HOUSING AUTHORITY OF FULTON COUNTY

Atlanta, GA

Full Job Description

The Job Applications will be accepted until March 7, 2023.

OUTSTANDING SALARY AND BENEFITS

The Housing Authority of Fulton County (HAFC) offers a competitive salary **-PLUS-** a Generous Benefits Package that includes: retirement; paid vacation, sick, holiday and administrative leave; employee and dependent health coverage; annual vehicle and mobile device allowance and much more.

Under the direction of HAFC Board of Directors (Board), the Executive Director is responsible for all aspects of the HAFC's operations including administration, management, program development, financial control, intergovernmental affairs, and external affairs. The Executive Director will also develop, modernize, and implement policies and procedures approved by the Board; and will be responsible for the success of the HAFC.

ESSENTIAL FUNCTIONS/DUTIES OF THE POSITION:

- **Strategy and Policy Development:** The Executive Director works directly with the Board on all policies and strategies affecting the HAFC. The Executive Director will also ensure the HAFC's compliance with all applicable laws, standards, regulations, and authoritative guidance and keep the Board up to date on relevant regulations, funding sources, and regulatory and legislative changes.
- **Financial Responsibility:** The Executive Director prepares and administers the annual HAFC budget and monitors the HAFC's ongoing financial performance. The Executive Director will at all times act as a good steward of the public's funds, will provide transparency about how those funds are used, and will continually identify opportunities to enhance the value of services provided to the taxpayers.
- **Program Oversight:** The Executive Director will have full administrative responsibility for the day-to-day operation of all activities of the HAFC, including policy development, implementation, ongoing operations, and budget. The Executive Director will have or be able to obtain experience in the following program areas:
 - Real estate sales and transactions
 - Education and counseling programs and State & Federal agency grants
 - Restrictive covenant qualification/compliance and restricted inventory management
 - Loan origination, underwriting, and grant management
 - Negotiating and resolving sensitive constituent inquiries and complaints
 - Performing business management or administrative services as needed.

The Executive Director will maintain a high level of customer service across all program areas.

- **Supervision:** The Executive Director performs supervisory functions for HAFC staff, including hiring, orientation, establishing performance goals, delegating authority, training, evaluating employee performance, and, if necessary, discipline.
- **Local, State, and National Representation:** The Executive Director represents the HAFC in local, state, and national housing forums.
- **Public Relations:** The Executive Director attends public meetings and collaborates with citizen groups, developers, and governmental agencies to achieve housing projects, develop housing policy, and implement housing programs. The Executive Director will promote a harmonious relationship between the HAFC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and the HAFC staff.

Qualifications

Education and Training: At minimum a bachelor's degree in Public Administration, Business Administration, Community Planning, Finance or Accounting, Real Estate, or related field. **Practical Experience:** A minimum of 10 years of progressively responsible experience in Public Administration, Community Development, Planning, Public Housing Programs, or governmentally related field. A minimum of 10 years management experience supervising a team of at least 15 persons, ideally in the areas outlined above. The ideal candidate will be highly organized and collaborative and have demonstrated experience in all the following categories: Business Management; Personnel Management; Finance and Budget Management and Analysis; Accounting; Real Estate Transactions; Bond Financing; Report Writing and Effective Presentations; Public Speaking; Grant Writing and Procurement; Housing Authority or related experience; and experience in a leadership role. **Desired auxiliary areas of experience:** Housing Development; Property Management; Mixed Income and Mixed Finance Projects; Public-Private Partnerships; Residential Rehabilitation Practices and Programs; Housing Tax Credits and other funding programs. Valid Georgia Driver's License required at time of appointment and throughout employment.