

Atlanta Housing Authority (AHA) located in the Atlanta, Georgia metropolitan area, is committed to facilitate and deliver quality, affordable housing while redeveloping distressed community environments. Our goal is to establish and empower these areas and develop them into “green space” housing and amenities within vibrant communities.

We do this through the people within the community and through our AHA professional leadership and staff. Currently, we have a need for a **Strategic Relations Team Leader** to design, innovate, lead and nurture a dynamic team environment where strategic relations activities of monitoring compliance with government labor regulations (and related matters), labor compliance reporting, internal/external marketing, training, technical assistance and Vendor Database recruitment/outreach thrive with an intense “customer service” emphasis.

Description:

- Develop, facilitate, manage and document systemic and other strategic relations activities, including interactions with contractors, contracting officer representatives, AHA Business Unit members and others involved in strategic relations timely with a “customer friendly” focus using sound business management practices and the latest technology.
- Identify, analyze and solve systemic problems and opportunities related to the delivery of strategic relations activities including integration, continuity and process design challenges between Strategic Relations, Systems and Quality Assurance, and Acquisition Services Teams.
- Motivate, direct and lead other Strategic Relations Department professionals utilizing a *team* approach to accomplish the efficient, timely, customer sensitive and effective government labor relations compliance and Housing Choice Vendor auditing of contractors, landlords, developers and AHA Business Units, and compliance reporting/compliance tracking for AHA-related solicitations, executed contracts and contracting activities. Such reporting/tracking will involve internal and AHA contractor Section 3 Annual Report, Contract/Subcontract Activity Report, Semi-Annual Labor Standards Enforcement Report, Davis Bacon, MBE/WBE, and other Labor reporting, etc., and internal Housing Choice Vendor-relating reporting.
- Develop and implement state-of-the-art internal training programs and curricula related to Strategic Relations activities for employees of the Team and develop individualized career proficiency and advancement modules for each employee of the Strategic Relations Team.
- Effectively interface with AHA’s Private Management Companies, Signature Communities, Developers, Subgrantees, Senior Management, AHA Business Unit members, other Acquisition and Management Services Departments, contractors and members of the public on a regular basis to provide technical assistance on labor and other compliance-related requirements, responsibilities, services, and recommendations.

Requirements:

- Bachelor’s degree in a related field with five (5) to seven (7) years of related experience or equivalent combination of education and/or experience required.
- Work requires strong supervisory skills, superior verbal and written communication abilities, superior interpersonal skills, commitment to and delivery of excellent customer service, creativity, organizational skills and demonstrated proficiency and use of current office technology and software application(s) on a regular basis, to include the following:

- Excellent verbal and written communication skills, with the ability to read, interpret and develop government labor regulations audit protocols, handbooks, policies, procedures, statistical reports, and documents, as required.
- Ability to develop, design and implement systemic protocols, practices and procedures relative to strategic relations program activities.
- Excellent interpersonal skills with the demonstrated capability of developing and maintaining internal and external positive and professional relationships.
- Organizational skills to plan, prioritize, evaluate and solve systemic and other problems and challenges quickly and accurately.
- Excellent analytical skills and experience in preparing audits, reports, proposals, and similar documents of various complexities.
- Demonstrated experience in contract administration and project/time management principles. Working knowledge of the Code of Federal Regulations (C.F.R.) and/or U.S. Housing Urban Development (HUD) regulations, handbooks and interpretation is preferred. Ability to systemic, extremely complex and multiple projects in a time-sensitive environment using strong analytical skills and abilities with attention to detail and consummate customer service.

This organization is proud to offer competitive benefits, to include: medical, dental, vision, FSA, defined contribution retirement plans, work/life balance options ... *plus to many more to list!*

To apply, please email resume/cover letter/salary requirements to: recruiter9@atlantahousing.org. Subject line should include position title.
EOE/AA Please, no third party agencies.