

HOUSING AUTHORITY OF THE CITY OF GREENSBORO, GEORGIA

Position Title: Executive Director
Accountable To: GHA Board of Directors
Status: Full-Time Non-Exempt

Overview:

The mission of the Greensboro Housing Authority (GHA) is to advocate, promote, plan, and provide a long-term supply of desirable and affordable housing in Greene County to maintain a well-rounded community. We are a Housing Authority created and supported by Greene County, and the City of Greensboro, Georgia. The relationship between GHA, the county and the city are memorialized in an intergovernmental Agreement, including funding and board membership.

The Executive Director is hired by the Board of Directors and works directly with the County and City on planning outreach, and implementation of affordable housing. They oversee a budget of a million and a staff of seven. Principal responsibilities include leading the day-to-day operations of GHA programs, collaborating with the Board of strategic planning, managing staff, property management, board and community relations, community leadership on housing issues, as well as fundraising, budgeting, and financial management. The GHA is seeking someone who is a very strong director to coordinate daily operations, who can deliver timely, reliable, and accurate results to community stakeholders, and who is willing to help the GHA evolve and grow its organizational capacity to address the Greensboro Housing Authority housing needs.

Principal Responsibilities:

- Provide leadership for the administration and implementation of all GHA programs, initiatives, and partnerships in Greensboro, Georgia.
- Be responsible for all aspects of the financial management of GHA and implement strategies to increase revenues and reduce expenditures.
- Assume responsibility for the recruitment, professional development, evaluation, and day-to-day management of GHA.
- Coordinate with jurisdictional partners and local non-profit organizations to support their housing efforts and the delivery of affordable and workforce housing.
- Handle public relations, advocacy efforts, and policy recommendations for GHA.
- Provide development consulting to community housing projects.
- Coordinate and contribute to regional housing initiatives, like the regional Housing Task Force, and the Housing Needs Assessment.
- Research and implement new housing related programs and opportunities that benefit Greene County residents.
- Direct all management activities for properties owned and managed by GHA.
- Oversee compliance for HUD subsidized housing programs.
- Coordinate with other housing assistance providers and leaders, and be knowledgeable about available housing assistance programs, criteria, and application process.

Desired Qualifications:

- Several years of director-level experience in a nonprofit or housing environment providing supportive services and working with housing programs, or related experience in social services, real estate office management, eligibility determination, legal work, collections, property management, or mortgage/title work.
- Experience with rental and for-sale housing development projects including but not limited to engagement and familiarity with HUD & USDA housing finance.
- Expert communication and interpersonal skills to work effectively with clients of diverse backgrounds and language proficiency in one-to-one and small group situations.
- The ability to communicate with external representatives, such as property owners, elected officials, developers, media, and the public.
- Literacy in Microsoft Office and property management and reporting software.
- Ability to acquire, process and utilize comprehensive programmatic information, including eligibility, various program objectives and activities, goal attainment, record keeping, reporting and documentation requirements.
- Highly self-motivated and able to effectively manage, inspire, and work collaboratively with a team.
- Creative and practical, possessing strategic problem-solving skills.
- Willing to work evenings and flexible hours.
- Must have a valid driver's license, current vehicle insurance coverage and access to vehicle with the ability to travel as needed.

Physical and Visual Activities:

Ability to interpret, evaluate, and communicate detailed written or verbal instructions to others accurately and quickly, including answering phones, attending meetings, written correspondence, or other forms of communication. Ability to communicate effectively (expressing or exchanging ideas by means of the spoken or written word). This skill/ability is important in work activities in which workers must impart or receive detailed information through oral or written communication. Ability to lift, push, pull or carry up to 15 pounds of the dissemination of documents, supplies, materials, etc. to various locations throughout the office/facility.

Hiring Range

\$55,000-\$60,000 Salary

Employment Benefits

Employer paid Health & Dental Insurance, AD&D Life

Match Retirement Contribution

Up to 4 weeks paid vacation.

Access to company work vehicle for work tasks.