

Tagiugmiullu Nunamiullu Housing Authority Recruitment Announcement

Chief Executive Officer

Range 114 (\$130,000. +DOE)

This defined benefit package, including Alaska PERS, is highly competitive.

OVERVIEW

The Tagiugmiullu Nunamiullu Housing Authority (TNHA) is a vibrant Tribally Designated Housing Entity (TDHE) organized in 1974 under Alaska statute as a Not for Profit Public Corporation and Alaska Regional Housing Authority to meet the low income housing needs of the Arctic Slope region. Currently, TNHA serves low income residents through the development, administration, and management of safe, clean, affordable and sustainable housing. Cumulatively, TNHA has developed 620 Indian housing units, including 409 single-family homes. TNHA also manages 120 single and multifamily market-based rental housing units located in villages throughout the North Slope Borough.

POSITION DESCRIPTION

Reporting to a five member Board of Commissioners, the Chief Executive Officer (CEO) of TNHA is responsible for carrying out Board policies while implementing TNHA vision and mission. The CEO grows the capabilities of TNHA ensuring effective management. The CEO of TNHA is very much "hands-on," requiring the immediate knowledge, experience, **and ability to perform (not only delegate)** essential functions (i.e. grant writing, environmental review and assessment). The CEO provides leadership and guidance, and emulates the highest ethical standards to employees.

QUALIFICATIONS

The ideal candidate must have the demonstrated ability to individually, and through collaboration, identify new and innovative ideas, and implement those ideas through the employment of a participative management style. The ideal candidate will have previously demonstrated, executive-level, experience leading a nonprofit organization and working closely with a Board of Commissioners. The ideal candidate must also demonstrate documented experience providing oversight and direction to non-profit senior leadership and subordinate staff. Leadership experience in design and development of innovative sustainable housing, construction management, and property management is desirable.

THE IDEAL CHIEF EXECUTIVE OFFICER CANDIDATE

ESSENTIAL RESPONSIBILITIES

Board Administration and Support

Supports operations and administration of Board of Commissioners: by advising and informing Board members, by interfacing between staff and the Board, and by supporting the Board's evaluation of the chief executive

Program, Product, and Service Delivery

Oversees the design, marketing, promotion, delivery, and quality of programs, products, and services

Financial, Tax, Risk, and Facilities Management

Recommends yearly budget for Board approval and prudently manages organization's assets within those budget guidelines according to current laws and regulations

Human Resource Management

Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

Community and Public Relations

Assures the organization and its mission, programs, products, and services are consistently presented in strong, positive image to the relevant communities, stakeholders, and customers

Fundraising

Writes grants, oversees and conducts fundraising planning and implementation, (including identifying resource requirements), researches funding sources, establishes strategies to approach funders, submits proposals, and administers fundraising records and documentation

DEMONSTRATED COMPETENCIES**Leadership**

Experience leading a similarly sized organization in the public or non-profit sector

Education

Bachelor's degree in a relevant field or a minimum of 5 years relevant work experience in the management of a public or private entity engaged in engineering, housing, construction, lending, social services or a related field

Knowledge

Knowledge of resources and entities involved in housing assistance programs, housing finance, and community development; familiarity with ethical and regulatory requirements applicable to publicly funded housing entities

Travel

Willing and able to travel, often in small planes, within the North Slope Borough, State of Alaska, and outside

Background Check

Ability to comply with background check requirements

Tribal Experience

Demonstrated experience and success in cultivating a strong relationship with tribal governments, constituents, and regulatory agencies

Financial

Demonstrated competencies building financial budgets, forecasting revenues, expanding revenue through fund raising, and implementing approved plans

Board of Directors/Commissioners

Proven experience in effectively working with a Board of Directors/Commissioners

Problem Solving

Demonstrated ability to identify and solve problems, working within the management team to select and implement optimum solutions

Vision

Demonstrate a high level of energy and urgency to maintain and grow the organization beyond its current level

Human Resources

Possess exceptional people skills, leading, managing, motivating and directing the human resources within the organization

Procurement

Demonstrated ability to select the best products and service delivery system for the organization

Technology

Drive the use of technology to maximize visibility and build strong relationships within our communities

Relationship Building

Possess skill in building diverse relationships and partnerships that sustain the organization

PREFERRED QUALIFICATIONS

- ◆ Alaska Native/American Indian (member of a federally-recognized tribe).
- ◆ Knowledge of NAHASDA (Native American Housing and Self-Determination Act)
- ◆ Training/Certification and Practical Experience in conducting 24 CFR Part 50 or Part 58 Environmental Review/Assessment
- ◆ Five years' work experience with a Public and/or Indian Housing Authority
- ◆ Masters' degree in a relevant field, or ten years of relevant work experience in the management of a public or private entity engaged in housing, construction, lending, social services or related fields
- ◆ Knowledge and positive executive management experience in rural Alaska

APPLICATION PROCESS

Interested candidates may apply for this position by submitting an electronic application or hard copy application consisting of a cover letter describing why you are the ideal candidate, starting salary expectation, and a current resume, suitably designed to identify the essential experience and competencies outlined in the recruitment announcement. The cover letter and resume must be sent to:

**CEO Search Committee
Tagiugmiullu Nunamiullu Housing Authority
P.O. Box 409 Barrow, Alaska 99723
Email: ceo.search@tnha.net**

The **Search Committee** will assess all applications and select a pool of ideal candidates to invite to the selection process. Candidates may visit our website at: www.tnha.info to gain information about TNHA programs, projects and activities.

**COMPLETE APPLICATION DEADLINE:
1/31/2018**

APPLICATIONS RECEIVED AFTER 1/31/2018 WILL NOT BE CONSIDERED.

Alaska Native/Indian Preference.

Employment decisions at TNHA are subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) requires that, in connection with the administration of federal contracts for the benefit of Alaska Natives/Indians, to the maximum extent feasible, preferences and opportunities for training and employment will be granted to Alaska Native/Indian employees or individuals.