

Recruitment Announcement

Chief Executive Officer Tagiugmiullu Nunamiullu Housing Authority

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

The 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 under Alaska statute as a Not for Profit Public Corporation and Alaska Regional Housing Authority in 1974 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 total units of Indian housing, of which 409 units are single-family homes. TNHA also manages an extensive market-based rental housing program encompassing 120 units of single and multifamily housing, located in villages throughout the North Slope Borough.

POSITION DESCRIPTION

The Chief Executive Officer (CEO) of the organization, reports to a five member Board of Commissioners, and is responsible for carrying out the policies of the Board and implementing the vision and mission for the organization. The CEO grows the capabilities of the organization, and ensures that the functions of the organization are managed effectively.

The CEO position at TNHA is very much "hands-on" and requires the immediate knowledge, experience, **and ability to perform rather than simply delegate**, essential functions (i.e. grant- writing, environmental review and assessment). The CEO provides leadership, guidance, and promotes the highest ethical standards to employees.

QUALIFICATIONS

The ideal candidate for the CEO position 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 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.

ESSENTIAL RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

■ Board Administration and Support

Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and 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 organizations 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 the 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, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation

THE IDEAL CANDIDATE

The successful candidate will have demonstrated competencies in the following areas:

- The individual hired to be the CEO will have experience in leading a similarly sized organization in the public or non-profit sector
- The successful candidate will possess a 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 related field.
- The successful candidate will possess knowledge of resources and entities involved in housing assistance programs, housing finance, and community development.
- Candidate must possess willingness and ability to travel, often in small planes, within the North Slope Borough, State of Alaska and outside.
- Familiarity with ethical and regulatory requirements applicable to publicly funded housing entities; ability to comply with background check requirements.
- The individual will have demonstrated experience and success in cultivating a strong relationship with tribal governments, constituents, and regulatory agencies.
- The successful candidate will have demonstrated competencies building financial budgets, forecasting revenues, expanding revenue through fund raising, and implementing approved plans
- The candidate will have proven experience in effectively working with a Board of Directors/Commissioners
- The candidate will have demonstrated the ability to identify and solve problems, working within the management team to select and implement optimum solutions
- The ideal candidate will demonstrate a high level of energy and urgency to maintain and grow the organization beyond its current level
- The candidate will possess exceptional people skills, leading, managing, motivating and directing the human resources within the organization
- The successful candidate will have demonstrated ability to select the best products and service delivery system for the organization

- The candidate will drive the organization's use of technology to maximize visibility and build strong relationships within our communities
- The successful candidate must possess skill in building diverse relationships and partnerships that sustain the organization

Preferred qualifications include:

- 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.

DEADLINE FOR RECEIPT OF A COMPLETE APPLICATION PACKAGE IS 1/31/2018.
NO APPLICATIONS RECEIVED AFTER THAT DATE WILL 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.