



Executive Director

Only those with three years of housing and HUD management or administrative experience need to apply.

We are now taking applications for the position of Executive Director of the Conway Housing Authority (CHA). Its portfolio includes 388 housing choice vouchers, 154 public housing units and manages 101 Tax Credit Apartments. Conway Housing Authority (CHA) is governed by a five-member Board of Commissioners and employs a staff of twenty-one. CHA is a High Performer under both the PHAS and SEMAP rating systems. Salary is set at \$75,000-\$95,000 and will be based on experience and certifications.

The responsibilities of this position include, but are not limited to, the following: 1) administering, managing, maintaining, and directing the CHA's programs to meet HUD's High Performer rating standards; 2) working with the Board of Commissioners, CHA staff, and local stakeholders to plan for the future of CHA, ensuring the viability of current programs and crafting strategies to expand affordable housing in Conway; 3) adhere to all HUD regulations, Federal, State and local laws; and 4) acting as a liaison between the Board of Commissioners and Agency staff, as well as addressing the priorities and concerns of residents, officials, representatives, and members of the local government, news media, social and public service agencies, state government agencies, and federal government agencies.

Basic background requirements: candidate should have a bachelor's degree preferably in business administration, public administration, public finance, urban planning, public policy, urban studies or a closely related field. Additionally, candidates should have a minimum of five (5) years of progressively responsible experience with a public housing authority, non-profit housing organization, or a private housing management firm. A Certified Management Executive (CME) Certification must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Board of Commissioners. The Executive Director must establish residence in Conway, Arkansas within ninety days of employment.

CHA is an equal opportunity employer. Please submit a one-page cover letter, a resume that includes salary history and a listing of three professional references using the contact form provided below.