

## Stonington Housing Authority Executive Director Position

The Stonington Housing Authority owns and operates The Edythe K. Richmond Homes in Pawcatuck, Connecticut. This housing authority serves seniors and adults with disabilities and encompasses 8+ acres on a property and consists of 60 apartments.

The position of Executive Director will serve as the chief administrator of the Housing Authority of the Town of Stonington (SHA) and reports directly to the Board of Commissioners. The candidate is responsible for all daily operations of the Housing Authority to ensure programs are being effectively and efficiently administered in conformance with the SHA Policies and Procedures, the Connecticut Housing Finance Authority regulations, State DOH and Federal HUD regulations, local ordinances and applicable Fair Housing regulations, State, Federal and Local laws and ensure their mandated compliance.

The successful candidate will have experience in the following:

- Effective direction and management of residential rental units/portfolios, preferably housing authority developments.
- Responsible for establishing annual and long-term goals and objectives for the organization and the implementation of policies, plans and financial resources to achieve these goals and objectives.
- Negotiate contracts and make purchases according to procedures approved by the Board.
- Supervise a staff of up to 3 (one full-time and 2 part time) and performs all HR duties including hiring, monitoring staff performance, and utilizing performance appraisals.
- Responsible for income and expenses to operate the property utilizing property management and accounting software.
- Oversee the operating accounts reporting on receipts and expenditures and shall render to the Board at each regular meeting or as requested by the Board an account of the transactions and the financial condition of the Authority.
- Prepares Management Plans, Capital Financial Plans and budgets, operating statements and submits regular reports as required by the Board of Commissioners.
- Pursues other avenues in an effort to diversify the portfolio and increase revenue resources.
- Problem solving and independent thinking is a must. This is a position of “wearing many hats” and it is critical that the successful candidate be able to coordinate staff while successfully communicating with the residents.

### MINIMUM QUALIFICATIONS

- five years’ experience at the executive level in the field of property management, facility compliance, and State and Federal regulations.
- Must have working knowledge of fiscal management, maintenance systems and personnel administration management of housing.
- Experience working with public officials as well as interacting with a diverse Public Housing Agency.

- Required to be available 24/7 to respond to emergencies.
- Excellent written communication skills and demonstrated ability to provide proactive, creative leadership in a regulatory environment. Competence in personal computer skills.
- Experience in budget development and monitoring fiscal management and public relations along with knowledge of operational and capital planning and budget management.
- Experience with grant writing, grant administration and grant compliance
- At minimum a Bachelor Degree is required and a Master Degree is preferred.
- Local and state-wide travel may be required, and use of own vehicle will be required.
- Certification as a Public Housing Manager from HUD approved organization or ability to obtain within one year of hire *with* comparable experience and proven ability in a like complex organization.
- Attend workshops and trainings
- This is NOT a remote position

This is a part-time position. Salary to commensurate with skills and experience. Selected candidate must be willing to undergo a background check. Position available immediately.

Interested candidates will submit a cover letter WITH desired compensation, a resume, and references to Commissioner Julie Savin at [Julie@ECHOhomes.org](mailto:Julie@ECHOhomes.org)