



~JOB ANNOUNCEMENT~

TITLE: EXECUTIVE DIRECTOR

LOCATION: Lac du Flambeau Chippewa Housing Authority

SALARY & BENEFITS: Negotiable

REPORTS TO: Chippewa Housing Authority Board of Commissioners

REQUIREMENT: Mandatory Drug Test, Random thereafter, Pass Background check, Valid Driver's License, Liability Insurance

CLOSING DATE: Open Until Filled

Job Summary: The Executive Director is responsible for managing the Chippewa Housing Authority, the designated housing entity for the Lac du Flambeau Tribe. The person occupying this position is expected to employ sound management skills and professional business standards in the day-to-day operations of the Housing Authority and its projects. This position will oversee the assignment and supervision of work for approximately 25+ employees. Other responsibilities include, but are not limited to: planning current and future housing projects; preparation of the Annual Housing Plan; serving as Contract Officer for construction projects; preparing requests for proposals and bid documents. This position is also responsible for assisting in grant writing by actively searching for and submitting grants relating to housing development. The Executive Director reports directly to, and is supervised by, the Chippewa Housing Authority Board of Commissioners, the governing entity of the organization.

Job Qualifications: Must have a BA or BS degree in Public Administration, Business Administration, or 10+ years of work experience in a related field with substantial experience in housing management and strategic leadership.

SUBMIT RESUME AND JOB APPLICATION TO:

LDF Chippewa Housing Authority
Attn: Board of Commissioners Secretary
PO Box 187
Lac du Flambeau, WI 54538

Applications and a detailed job description can be found on our website <https://www.ldfcha.org>, or are available for pick up at the LDF Chippewa Housing Authority Human Resource Department.

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.



~JOB DESCRIPTION~

Title:	Executive Director
Location:	Lac du Flambeau Chippewa Housing Authority
Salary & Benefits:	Negotiable
Reports To:	Chippewa Housing Board of Commissioners (BOC)
Requirement:	Mandatory Drug Test, random thereafter

General Job Summary:

The Executive Director is responsible for managing the Chippewa Housing Authority, the designated housing entity for the Lac du Flambeau Tribe. The person occupying this position is expected to employ sound management skills and professional business standards in the day-to-day operations of the Housing Authority and its projects.

The position will oversee the assignment and supervision of work for approximately 25+ employees. Other responsibilities include, but are not limited to: planning current and future housing projects; preparation of the Annual Housing Plan; serving as Contract Officer for construction projects; preparing requests for proposals and bid documents.

This position is also responsible for assisting in grant writing by actively searching for and submitting grants relating to housing development.

The Executive Director reports directly to, and is supervised by, the Chippewa Housing Authority Board of Commissioners.

Performance of Duties and Responsibilities:

- **Program/Grant Administration and Management:** *NAHASDA 1937 Act Homes, USDA Section 515 Rural Housing Services units, Section 42 of the Internal Revenue Code/Low Income Housing Tax Credit homes.* Monitor and oversee the operational, administrative, and compliance requirements for these projects, and any other future development. Puts specific efforts into learning about national housing issues as they affect the Tribe; develops tribal specific strategies to insure readiness for change.
- **Budget/Fiscal Management:** Monitor and oversee preparation of the annual Housing Authority budget,

and maintain expenditures within budget limits. Arranges selection of auditor and prepares written response to audit. Supervises accounting functions and development of new systems and accounts as required. Prepares accounting reports for Board of Commissioners and HUD. Works with financial institutions to provide current and future housing needs. Initiates new and innovative methods for project and program financing.

- **Planning and Grant Writing:** Regularly monitors the progress of current programs, grants and contracts by establishing and using guidelines to appraise the achievement of objectives of the Tribal Housing Ordinance, By-laws and Constitutions, Tribal Housing Codes, and other Tribal Ordinances that relate to housing and the membership. Plans and institutes new housing programs as directed by Board of Commissioners. Assists grant writer with development of projects, capacity building, special needs, elderly care facilities, etc. Prepares housing documents for, and presents housing issues to Board of Commissioners and/or Tribal Council. Administers policies and procedures developed by the Board of Commissioners. Responsible to exercise sound judgment and make independent analysis and decisions in difficult administrative situations; develops and implements new and innovative procedures and methods of operations. Responsible for executing employee personnel policies and procedures.
- **Meetings:** Schedules CHA regular staff, program coordinators, supervisors, and departmental meetings. Identify, evaluate, and resolve problem areas of the above mentioned, correspond to such issues that are relevant to the Tribe and community, develop and implement program plans, goals, objectives and procedures. Effectively and tactfully meet with Tribal, State, Federal Government officials, and legislative bodies of such governments that affect housing, tenants, homeowners and the community. Plans, coordinates and leads community and staff committees whose goals directly contribute to Housing Authority objectives.
- **Personal Contacts:** Maintains regular contact of a positive nature with staff, community members, Board of Commissioners, Tribal Council, Contractors, Department of Housing and Urban Development (HUD), Rural Development, WHEDA and others to accomplish department objectives and preserve good public relations. Represents the Housing Authority and Tribe to a variety of community, regional and national organizations, attend meeting and conferences to explain programs and policies of the Housing Authority, maintains constant and favorable liaison with the Department of Housing and Urban Development, Rural Development, WHEDA, and other financial institutions. Perform functions as the contracting officer of the Housing Authority interfacing with financial institutions, attorneys, accountants, auditors, general contractors, architects, engineers, and consultants. Informs and assures BOC and Tribal Council of ongoing programs in addressing the need for new development or plans of action.
- **Reporting:** Prepare required reports for Department of Housing and Urban Development, IHP/IHBG, oversight of Rural Development and WHEDA compliance reports, and any future financing institutions, and other relevant reports specified by deadlines of loan agreements. Submit annual housing report and grant applications to Housing Board of Commissioners, Tribal Council, and funding agents. Delegates and oversees appropriate report production and maintenance tasks.
- **Resources and Funding Development:** Identifies funding sources and develops positive working relationships that will accelerate new housing development by increasing private financial investment through development of alternative financing. Oversees grant writing proposals to procure grants and program funding; ensures that new efforts are congruent with overall tribal/community needs and values.
- **Selection, Training and Development of Subordinates:** Assists in the hiring process of the most qualified individuals for department positions to maintain the highest quality of services. Ensures the professional growth of Housing Authority staff by supporting and requiring regular training, including

training the Tenant Services Manager on Rural Development and WHEDA compliance reporting, and as necessary, using established personnel policies for performance appraisal, and addressing performance deficiencies as they are observed. Responsible for the overall supervision of all Senior Management Team, contractors, and to meet with department managers to resolve personnel, fiscal, development, public relations, and tenant/home owner issues and problems.

- **Other Duties:** As assigned by the Housing Board of Commissioners and/or the Tribal Council.

Qualifications and Educational Requirements:

- **Skills and Knowledge:** Facilitate meetings; construction contracting and building design knowledge; supervision, mediation and negotiation skills required; theories, principles, practices and Federal and Tribal laws of public and private housing management, HUD/NAHASDA, Rural Development, and WHEDA; policies, procedures and ordinances that govern housing; Supervisor Management and Employment Laws, Non-profit management and fund raising; analyze administrative and fiscal problem and in developing feasible and effective solutions, and trend and operational analysis techniques of all operations. Identifies the needs/desires of the customer and determining methods of accomplishing those needs through survey, market and other quantitative research methods; skill in computations and statistical analysis of such methods; cultural, social and community environment of the LDF Tribe's organization, administration and tribal government operations; work effectively and exceptionally with people of varied socio-economic backgrounds; work effectively and exceptionally with various external human service agencies, educational institutions, financial institutions, etc; plan execute and direct departmental operations; work with/under stringent deadlines, and the ability to cope in/with high stress situations; exceptional effective and productive oral and written communication skills.
- **Budget Management:** Proficiency in budget management is necessary.
- **Personal Computer Skills:** Basic personal computer skills are required.
- **Education:** Must have a BA or BS degree in public administration, business administration or related field or 10+ years work experience in a related field with substantial experience in housing management and strategic leadership.
- **Experience:** Must have 3-5 years of general management experience with general knowledge of construction activities. Must have a valid Wisconsin State Drivers' license and liability insurance. Must be bondable to handle money, and be insurable under CHA's current insurance.
- **Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Subsections 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.**

Director Signature: _____ Date: _____