

Category: Executive Director

Description: The Burlington (MA) Housing Authority is seeking highly qualified and experienced applicants for the position of Executive Director. The Executive Director is responsible for the management of 105 State Chapter 667 public housing units, 2 units of State Chapter 705 housing, 96 Federal Housing Choice Vouchers and 2 additional private managed units. The candidate should be familiar with both Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) Requirements and U.S. Department of Housing and Urban Development (HUD) Federal Housing Programs.

Qualifications:

1. Four years' experience in public or private housing, community development, public administration, non-profit administration, or a related field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances, and maintenance systems in public or private housing is desired. One year experience overseeing at least three (3) staff persons, or as a significant project leader, or program administration is required. Excellent written and verbal communication skills required. Knowledge of laws regulating State and Federal housing programs is desired. Strong organizational and personnel management skills desired. Experience working with people of various socio-economic backgrounds. While not required for hiring, certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA of a Commonwealth of Massachusetts Housing and Community Development (DHCD)-approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment. Diverse applicants are encouraged to apply. Required work hours: 37.5 hours per week.
2. Working knowledge of fiscal management, including grant procurement, maintenance systems, personnel and administrative management systems in public or private housing. Proven leadership ability, and skill necessary to provide management consultation, guidance, and advice to officials on a broad range of public housing programs.
3. Bondable.
4. Demonstrate sensitivity to the problems and concerns of Resident Groups and the needs of people of various socio-economic backgrounds.
5. Excellent written and verbal skills required as well as an ability to communicate effectively with local officials, boards, residents, service providers and funding agencies.

Location: Burlington, Massachusetts

Salary Range: Salary is commensurate with experience and education and negotiable to a maximum of \$90,000. The position will include excellent benefits in accordance with Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) and United States Department of Housing and Urban Development (HUD) guidelines.

The candidates will be subject to certain qualification verification prior to employment. More detailed information will be required of applicants that advance to the next level of consideration. Submit a cover letter and resume by email to Patricia Grace, Esq. at [pagrace55@yahoo.com](mailto:pagrace55@yahoo.com) and/or mail to Patricia Grace, Esq., 2 Timberlane, Plymouth, MA 02360. The deadline for receipt of applications is May 12, 2023 by close of business. Late applications will not be accepted. The Burlington Housing Authority is an EOE.

