



Position Description

PRESIDENT & CEO

I. Summary:

The President serves as the Chief Executive Officer of the Tlingit-Haida Regional Housing Authority, with primary responsibility for managing the day-to-day operations and directing the work of a professional staff, leading the organization's strategic planning and fundraising efforts, and serving as the primary spokesperson for the organization. Reporting to the Board of Commissioners, the President & CEO ensures the organization is fiscally sound and that its funding streams and programs reflect its mission and values while also meeting strategic targets.

II. Authority:

The President & CEO reports to the Board of Commissioners.

III. Duties and Responsibilities:

Leadership and Vision

- Serve as an effective and visible spokesperson for the Tlingit-Haida Regional Housing Authority (THRHA), effectively articulating the organization's history, programs, and mission. Represent the organization in the communities served and to the public. Advocate for the programs, services and funding the organization requires to serve tribal citizens and other eligible participants in southeast Alaska at all levels of government.
- Translate vision into action and establish a strategic plan in line with the organization's mission and values to ensure the continued growth and expansion of the THRHA for the benefit of those it serves. Provide direction to guide programs and implement accountability structures that are responsive to those served as well as the organization's partners and funders. Broaden services offered to tribal citizens and other eligible participants within the region.
- Uphold high ethical standards, share information easily, listen carefully, provide prudent advice and respect the ability of others.
- Initiate and strengthen relationships and collaborations with elected officials at all levels of government, partner organizations and funders.

General Management, Finance, Administration and Program

- Ensure day-to-day operations are professionally and efficiently organized and administered.
- Motivate and maintain a cohesive staff, ensuring that there is strong internal communication and coordination; and oversee annual staff performance evaluation.
- Lead the organization's development efforts increasing the number and diversity of funding streams to address the variety of housing needs and services required in the communities served. Utilize funds to build and maintain quality housing within the region, relying on thorough knowledge of housing programs, mortgage lending, and regulations to maintain compliance with all applicable tribal, federal, state, and local laws.
- Oversee the organization's financial operations and ensure that sound financial controls are in place.
- Use technology to facilitate organizational management, fund diversification, public education and advocacy.



Board Relations

- Implement policies, programs, goals, and objectives as established by the Board.
- Work collaboratively with the Board to ensure the tribal citizens and their tribal leadership represented by the THRHA are consulted and kept informed about the housing programs and services offered in their communities.
- Regularly brief the Board on the status of the organization's programs, finances and advocacy work as well as its progress in meeting strategic goals.
- Engage the Board in meaningful participation and provide them with substantive training to further the organization's goals.

IV. Required Knowledge, Abilities and Skills:

- Substantial managerial, problem-solving, strategic planning, and financial management experience in the private, not-for-profit, or public sectors.
- Thorough knowledge of public housing laws, regulations and requirements, especially those directly applicable to Indian Housing Authorities under federal law and to Public Housing Authorities under state and federal law. Knowledge of real estate practices, financing of housing and community development projects, and grantsmanship is critical.
- Credibility and experience to connect the THRHA to critical resources and funding opportunities outside the organization; a successful track record of in leveraging grants or other funds in order to obtain additional funding; mortgage lending experience highly preferred.
- Demonstrated successful track record in creating and implementing programs as well as strategic goals and targets; experience in creating partnerships and collaborations across a wide variety of private and public organizations and governmental entities.
- A history of communicating effectively in writing and verbally, including excellent public speaking skills for both formal and extemporaneous presentations; ability to represent the THRHA to the public, especially with tribal leaders, tribal citizens and other eligible community members served across the southeast region of Alaska.
- A record of success working in partnership with a board and staff of diverse personalities and talents; ability to analyze and redeploy staff assets to best meet the needs of those served.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 10 pounds.

V. Minimum Qualifications:

Eight years of extensive and progressively responsible professional experience. Graduation from an accredited post-secondary institution with four-year degree with preference for public or business administration, real estate, urban and regional planning or other related field preferred. Successful completion of a related post-graduate program resulting in a Master's Degree or higher may substitute for two years of required experience.

VI. Grade Level:

Grade 18

Exempt



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

(April 2018)