

Job Description
Housing Authority of Racine County
Executive Director

JOB DESCRIPTION: The Executive Director is the chief executive officer of the Housing Authority of Racine County (HARC) and is responsible for the overall strategic leadership, vision, management, and operational oversight of the organization. HARC has an allotment of approximately 1,700 Housing Choice Vouchers (HCV) and manages a Multi-family housing project of 24 units. The Executive Director will lead the organization in its mission to provide safe, affordable housing and improve the quality of life for the residents and community served.

JOB DUTIES AND RESPONSIBILITIES:

Strategic Leadership and Governance

- Interprets, implements, and administers the policies of the Board of Commissioners in compliance with all applicable housing regulations.
- Supervises the preparation of all material to be reviewed by and to be acted upon by the Board.
- Acts as Secretary to the Board, maintaining appropriate minutes, prepares draft meeting agendas for approval by Board Chair, files and records meeting minutes.
- Determines appropriate course of action related to adopted policies and procedures.
- Approves all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.
- Determines creative ways to make the Housing Authority meet its mission statement and further affordable housing with the best customer service, integrity, and compliance possible.

Operational Management

- Represents the Housing Authority and maintains liaison with federal regulatory agencies, local officials, and community-based organizations.
- Oversees the administration of the Housing Choice Voucher (HCV) program, ensuring high standards of performance, customer service, and compliance with HUD regulations.
- Manage operations of a Multi-Family housing project, Levi Barnes Manor, ensuring effective property management, maintenance, tenant relations, and lease compliance.
- Stays current with changes and innovations in the housing field as to matters of policy and operation.
- Develop, implement, and monitor policies, procedures, and systems that enhance operational efficiency and program effectiveness.
- Provide leadership and direction to staff, promoting a culture of accountability, transparency, collaboration, and continuous improvement.

Human Resources and Organizational Development

- Oversee all aspects of human resource management, including recruitment, retention, performance management, staff development, and employee relations.
- Manages and administers employee and retiree benefits.
- Ensure staff receive appropriate training, support, and professional development.
- Manages payroll processing and reporting.

Financial Management

- Supervises all internal and external financial operations, including budgeting, forecasting, financial reporting, grant management, and audits, ensuring compliance with all applicable regulations and standards.
- Develop and manage the organization's annual operating budget, ensuring financial sustainability and effective allocation of resources.
- Acts as the Housing Authority's Contracting Officer.
- Responsible for maintaining insurance policies, and managing claims.

Community Engagement

- Serve as the primary representative and spokesperson for HARC, building and maintaining strong relationships with community partners, government agencies, landlords, and residents.
- Promote HARC's mission and programs through community outreach and advocacy efforts.
- Develop partnerships with local service providers, non-profits, and other community organizations to enhance service delivery and improve resident outcomes.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors Degree in Business, Public Administration, or similar.
- Five years of experience in housing program management and/or project management.
- A combination of related work experience and education will also be considered.
- Must be bondable.
- Proven experience in administering Housing Choice Voucher (HCV) programs and managing Multi-family housing projects.
- Demonstrated expertise in strategic planning, financial management, policy development, and organizational leadership.
- Strong knowledge of federal, state, and local housing regulations, including HUD policies and Fair Housing laws.
- Exceptional interpersonal, communication, and negotiation skills, with the ability to build and maintain relationships with diverse stakeholders.
- Experience in community engagement, partnership development, and advocacy.

COMPENSATION and BENEFITS:

- Pay range of \$84,581 - \$122,512 annually.
- Wisconsin Retirement System pension contributions, health, dental, life insurance, disability insurance, Paid Time Off package, and 11 paid holidays annually.