

Title:	Executive Director	Full-Time/ Part-Time: FLSA Classification:	Full-Time Exempt
Hourly/ Salary:	Salary	Salary:	Beginning at \$110,000

#### Organization Overview:

The Kingsport Housing & Redevelopment Authority (KHRA) offers affordable housing and additional services to eligible families within the Greater Kingsport area. KHRA administers the Housing Choice Voucher (HCV) Program within six counties and offers additional community resources through special programs such as the Family Self-Sufficiency (FSS) Program, the HOPWA program, and the CoC Grant. Additionally, KHRA operates its subsidiary, the Greater Kingsport Alliance for Development (GKAD), a non-profit organization which provides a means for the public and private sector to cooperate in providing affordable housing to low-income families in Kingsport.

#### Position Summary:

The Executive Director is responsible for agency oversight, strategic leadership, community engagement, financial management, Board communication, and staff supervision. The role demands regulatory expertise in HUD programs, exemplary communication and interpersonal skills, and comprehensive knowledge of Authority operations and construction projects. The Executive Director is responsible for fostering relationships with community stakeholders, government agencies, and other organizations to promote KHRA's vision and mission to better serve the needs of low and moderate-income residents.

#### Qualifications:

- Graduation from an accredited four-year college or university with major study in public administration, business administration or related field, and 5 years of full-time paid professional employment, or
- Substitution on a year-for-year basis (a) full-time paid professional related employment for the required study or (b) graduate study in public administration, business administration or related field.
- Five years of experience in the affordable housing industry with demonstrated progressive responsibilities, including extensive supervisory experience.
- High comfort level with contact with the general public, community agencies, and local, state and federal officials.
- Extensive knowledge and experience in financial management and program administration (preferably in assisted housing, homeownership and related programs).
- Must have unique certifications within industry standards or obtain within one year of employment.

#### Primary Duties:

##### Key responsibilities include:

- Lead and manage all aspects of daily operations, ensuring the effective administration of roughly 1100 housing choice vouchers (HCV) and an additional 400+ vouchers through various programs such as the project-based voucher (PBV) program, RAD-PBV, HOPWA, Continuum of Care, Tenant Protection Vouchers, Stability Vouchers, and Homeownership.
- Providing executive leadership for all housing, redevelopment, and development initiatives, including planning, coordinating, and executing redevelopment projects, neighborhood revitalization efforts, and strategic property acquisitions or dispositions.
- Serves as Executive Director and Secretary/Treasurer to the Board of Commissioners and provides strategic leadership for all KHRA operations and initiatives.
- Advises the Board on key activities, program performance, redevelopment initiatives, accomplishments, risks, and emerging issues, as well as brings forward matters requiring Board action
- Ensures implementation of Board policies, resolutions, and directives.
- Oversees the development, implementation, and evaluation of policies, procedures, and operational systems for all housing, redevelopment, and related social service programs.

- Oversees development and submission of federally required plans, including the Five-Year Plan, the Agency Plan, annual updates, and all HUD-mandated reporting.
- Identifies new program opportunities, assists with grant applications, funding strategies, and implementation of new initiatives.
- Identifies and implements regulations issued by HUD and other governing agencies.
- Provides executive oversight of all financial operations, including budgeting, accounting, financial reporting, grants management, and nonprofit subsidiary finances.
- Ensures proper allocation of funds, adherence to internal controls, and effective management of payables, receivables, cash, investments, and other assets.
- Oversees procurement activities and contract administration in compliance with federal, state, and local regulations.
- Receives bids for Board consideration, executes approved contracts, and ensures contractor compliance.
- Directs redevelopment activities, including planning, coordinating, and monitoring redevelopment projects, property improvements, new construction, and rehabilitation efforts.
- Ensures appropriate inspection, quality control, and regulatory compliance for all development activities.
- Provides leadership and supervision to administrative, programmatic, and maintenance staff, ensures consistent application of personnel policies and procedures.
- Establishes departmental goals and performance standards to support "High Performing" PHAS and SEMAP outcomes.
- Ensures compliance with all HUD, federal, state, and local regulations, and oversees timely submission of required reports and evaluations.
- Monitors agency performance to ensure operational efficiency and regulatory adherence.
- Represents KHRA to regulatory agencies, local officials, media, community organizations, and development partners.
- Maintains ongoing communication with resident organizations and supports development of resident programs and services.
- Attends public meetings, hearings, conferences, and other functions as required.
- Performs related or assigned duties necessary to support KHRA's mission and strategic objectives.

*This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*

#### Additional Special Requirements

- Comprehensive knowledge of federal, state, and local regulations governing public housing authority operations, including traditional public housing, homeownership programs, Housing Choice Voucher programs, redevelopment activities, and related social service programs.
- Thorough understanding of KHRA's organizational structure, functions, and operating policies, as well as applicable regulations for nonprofit entities, IRS requirements, funding sources, and allowable uses of funds.
- Extensive knowledge of executive-level management principles, including strategic planning, organizational leadership, policy development, and performance management.
- Strong knowledge of financial management and regulatory reporting, including budgeting, grant accounting, internal controls, audits, PHAS, SEMAP, and other HUD performance systems.
- Knowledge of property and asset management practices, including maintenance operations, occupancy management, and property oversight.
- Knowledge of effective human resources and supervisory practices, including staff selection, evaluation, training, motivation, and disciplinary procedures.
- Working knowledge of housing construction and rehabilitation practices, including housing and life-safety codes, property development processes, and construction materials and methods.
- Familiarity and proficiency with computer hardware components and software programs including proprietary, word processing, spreadsheet and database management applications.

I understand the requirements, essential functions, and duties of the position. By applying, I am confirming that I can perform all tasks, duties, and requirements with or without accommodation.