



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: April 12, 2021
Position Closing Date: May 11, 2021**

Job Announcement

Position: DIRECTOR OF HOUSING

The Director of Housing is responsible for leading the property management operations and administration of a diverse portfolio of 6,300 units across 23 multifamily housing properties. This leader will direct the activities of 230 employees and manage a \$55M budget for a portfolio of PBRA, Mix-Income, LIHTC, Home, and market-rate properties. The Director of Housing will meet or exceed portfolio financial, regulatory, and strategic goals.

MDHA offers competitive salaries and an amazing retirement program.

Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Master's degree in Public Administration, Business Administration, or a related area plus eight (8) years of advanced experience administrating programs of affordable housing and mixed-income property management, or other federal or private housing programs; or a combination of education and work experience that meets the knowledge, skills, and abilities required for this position.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- ensure all properties, programs, and services meet established goals and guidelines and maintain the financial health of each property;
- evaluates and reviews each property's occupancy and leasing performance in compliance with specified plans and budgets;
- evaluates and reviews each property's maintenance and procurement performance in compliance with established goals and budgets;
- recommends and develops strategies to assure properties provide maximum housing benefits and delivers services within establish budgets and guidelines;
- creates reports and updates the Chief Operating Officer on departmental performance;
- directs security programs to maintain resident health and safety;
- develops strategies to ensure compliance with maintenance, management, and resident standards and ensures "high" performance on physical inspections and management audits; monitor capital improvement, procurement guidelines, maintenance operations;
- keeps the agency abreast of changes in applicable HUD, State, and Local laws regarding affordable housing;
- oversees the development and revision to the property management policies and practices, including but not limited to admissions, transfers, leasing, occupancy standards and guidelines, customer service and relations and maintenance activities;
- coordinates the efforts to address resident social service needs and tenant relations;
- coordinates property management operations to ensure smooth and cost-effective operations;
- recommends and prioritizes capital improvements activities and participates in the capital improvement planning process;
- establishes and maintains a relationship with governmental agencies and community partners to promote and develop business operations;
- manage the property annual and mid-year budgets process and set departmental expectations and performance levels;
- monitors property financial operation and identify significant deviation from budgets and financial goals, and takes appropriate actions to address deviation of 5%;
- recommends and implements measures to improve economic and management performance of each property;
- lead, develop, and manage a staff of 230 employees to successfully achieve the department operational goals and mission;
- other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of PBRA, Mixed-Income, LIHTC, HOME and Market-rate housing,
- knowledge of federal, state, and local laws and regulations governing housing and rental operations;
- knowledge of general accounting, budgeting, and procurement policies and procedures;
- excellent management, leadership, and interpersonal skills to build high performing work teams; solid analytical skills applicable to business and fiscal data;
- ability to communicate effectively, orally and in writing; ability to establish working relationships with property managers, service partners and community leaders;
- knowledge of the Nashville affordable housing and rental market, ability to strategically plan and develop programs and services for all types of rental markets and customers; must be detail-oriented and can create processes and procedures;
- ability to analytically solve problems, make sound judgments and exercise good decision making;
- willingness, mental and physical ability to perform the duties involved in this classification.
- Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing, and powers of observation; other physical duties as needed.

EQUIPMENT USED

General office equipment and automobile.

SUPERVISION EXERCISED

The staff of the Housing department

LICENSE(S)/ Certification REQUIRED

Valid Tennessee driver's license

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. To complete the application process, all applicants are required to submit an application, resume and complete the screening questions. The Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.