

Executive Director

The Cheboygan Housing Commission (CHC) is seeking candidates for their full-time Executive Director (ED) position. The ED is responsible for providing strategic leadership and direction to the organization and staff, overseeing the implementation of policies and programs related to housing programs and the in-progress low-income housing tax credit project. The ED manages a diverse portfolio of initiatives aimed at improving housing affordability, combating homelessness, and fostering sustainable living communities. The ED Ensures compliance with federal laws, regulations, and executive orders related to housing and urban development for the agency, directs the administration of HUD's programs, including public housing, rental assistance, community development block grants, and fair housing initiatives, develops and manages the agency's budget in alignment with strategic priorities. The ED shall collaborate and build partnerships with federal, state, and local agencies, as well as community organizations, to advance housing programs and initiatives.

Minimum position qualifications are the following:

- Prefer a Bachelor's degree in public administration, urban planning, business administration, or a related field, but public housing experience may be substituted.
- Extensive experience in housing policy, urban development, or public administration, with progressively responsible leadership roles.
- Strong understanding of federal regulations and policies related to housing and urban development.
- Excellent communication skills, with the ability to engage with diverse stakeholders and convey complex ideas effectively.
- Proven track record of strategic planning, program management, and budget oversight.
- Demonstrated leadership abilities, including team building, decision-making, and conflict resolution skills.

The salary for an CHC Executive Director position varies depending on qualifications and experience. Expected salary range is between \$40,000 and \$50,000. Additionally, employee benefits, including health insurance, retirement plans, and paid leave may be provided.

At the Cheboygan Housing Commission, we believe that teamwork and success are built on a foundation of diversity and equality. In compliance with the law, we are committed to providing equal employment opportunities for all applicants and employees. Please submit a completed application to Danielle.brach@cheboyganhousing.org or to chris@cheboyganhousing.org. The Housing Authority's webpage has some technical issues at the moment so the job applications are available on the City of Cheboygan's webpage www.cheboygan.org. The application period is open until filled.