

KENNEWICK HOUSING AUTHORITY

POSITION TITLE: Executive Director

REPORTS TO: KHA Board of Commissioners **FLSA STATUS:** Exempt

SUPERVISORY RESPONSIBILITIES: Supervises all Housing Authority staff

DATE APPROVED: 5/14/2025

SUMMARY OF POSITION: The Kennewick Housing Authority (KHA) Executive Director is responsible for overseeing the daily management and operations of KHA activities, including all of its projects, programs, and services and is responsible for the organization's consistent focus on its mission and achievement of financial targets. Key duties include meeting the needs of the residents, recruitment and retention of qualified staff, complying with all Federal, State, Local, and Agency regulations, raising sufficient funds for operations, ensuring the appropriate use of all KHA revenue and assets, and working cooperatively with the Board of Commissioners (Board).

JOB RESPONSIBILITIES

Administration:

- Develops initiatives and programs to increase housing opportunities for all income-eligible households within KHA's jurisdiction
- Develops and manages KHA's annual operating budget
- Prepares and administers funding applications and grant proposals
- Manages the budget process
- Accountable at all times for cash flow, budget and audit compliance
- Responsible for the development of accurate monthly and yearly financial statements
- Supervises KHA personnel
- Oversees outside contractors
- Prepares and maintains official records and documents, including those of the KHA Board
- Assures compliance with federal, state, local, and agency policies and regulations
- Oversees and manages general agency operations, including general clerical and accounting functions

Projects and Programs:

- Achieves and sustains financial stability and growth of KHA to meet the affordable housing needs within KHA's jurisdiction
- Coordinates development team, lenders, partners, permitting process, construction and other tasks as necessary for all KHA housing projects
- Assists Board with strategic planning, development and implementation of KHA's Strategic Plan and business plan
- Develops and submits to the Board for approval annual and five-year business plans
- Plans and develops future projects and negotiates transactions in accordance with Board-approved Strategic and business plans

- Oversees and administers housing educational programs and client services
- Collaborates with cities, the county, the development community, and other organizations for the implementation of housing programs

Asset Management

- Identifies capital improvement projects and prioritizes work plans
- Maximizes the economic and community value of KHA-owned assets

Personnel Management

- Recruits, employs, promotes, demotes, and/or terminates all paid and volunteer personnel
- Ensures that job descriptions are developed, regular performance evaluations are held, and sound human resources practices are followed in compliance with legal and regulatory requirements
- Employs an effective management team, with appropriate implementation of succession planning
- Maintains a positive, enabling work environment that attracts, retains, fosters, and motivates a diverse staff of high-quality employees
- Communicates performance and policy expectations
- Provides ongoing feedback, including no less than annual evaluations.
- Manages employees to develop a sense of community for residents within their home, their development, and their community.

Internal and External Communication

- Regularly informs the Board on the condition of KHA and all important internal and external factors influencing it
- Regularly disseminates newly adopted policies and directions of the Board
- Establishes and maintains sound working relationships and cooperative arrangements with community groups and organizations
- Publicizes the activities of KHA, its programs and goals to the community and to all stakeholders
- Works proactively to promote KHA to the media and the public
- Acts as a liaison with community non-profits and service agencies, lenders, grantors (government, foundations)
- Attends public meetings as necessary
- Develops and oversees KHA website and social media content

DESIRED QUALIFICATIONS:

- Three (3) years of managerial experience in the fields of public and affordable housing management, public administration, public finance, real estate, construction, and development, or similar professional employment or administration in a non-profit housing organization or housing authority agency or related field
- Five (5) years of experience serving as a manager or director of an agency, organization, company, or governmental entity
- Bachelor's degree in finance, public administration, business administration, or related field
- Demonstrated ability to organize, plan, analyze, negotiate real estate purchases, forge partnerships, finance, grant writing and execute housing development projects
- Demonstrated knowledge of contract compliance and financial

administrative practices surrounding land and housing development, local and federal government funding streams, and other forms of funding

- Demonstrated ability to oversee and manage an annual housing program and project budgets
- Sound fundamentals in real estate financing, in particular, creative and complex financing associated with affordable housing projects
- Working knowledge of HUD programs, policies, procedures and best practices in the field of affordable housing
- Knowledge of principles, methods and procedures of financing and accounting
- Possess, or within a year obtain, a Public Housing Managers Certificate (PHM), Certified Management Executive (CME) or equivalent certification
- Must have and be able to maintain a Washington State Driver's License

WORK ENVIRONMENT: Work is performed in a standard office setting and often onsite for observation/inspections of facilities, including construction sites, land acquisitions, and project development.

ESSENTIAL FUNCTIONS AND PHYSICAL REQUIREMENTS: Frequent sitting at a desk with exposure to computers. Effective communication to explain programs and procedures to clients and other community members, negotiate housing deals, and secure financing from multiple sources in creative ways. Able to attend resident and/or community meetings during or after standard working hours.

COMPENSATION: The Executive Director holds a full-time exempt position. Salary and benefits are negotiated with the Board.

If you are interested in this exceptional opportunity, please submit a cover letter, resume and salary history to: Email: administrativeassistant@kennewickha.org. Please type "Executive Director" in the subject line.

Angela Fragozo, Administrative Assistant/HR

If you have any questions, please contact me at 509-851-3712.

Housing Authority City of Kennewick is an Equal Opportunity Employer (EOE).

<https://kennewickha.org/>

Application Deadline: 6/15/25