



DISTRICT OF COLUMBIA
HOUSING AUTHORITY

Executive Director



Gans, Gans & Associates

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The District of Columbia Housing Authority (DCHA) is an award-winning, independent public agency that provides affordable housing for low-income families, seniors and people living with disabilities in the nation's capital, one of the most expensive real estate markets in the country.

DCHA provides housing to over 50,000 residents, and is the largest affordable housing provider in the District of Columbia.

Under the direction of its current Executive Director, DCHA has created a national model to house and assist homeless veterans, opened the first public affordable assisted living facility, and increased the number of affordable units available for low income families. DCHA has also generated \$2 billion in economic development activity throughout the city with its community development projects.

DCHA serves approximately 50,000 which includes:

- Children: 15400
- Disabled: 10700
- Seniors: 6200
- Veterans: 1034

Real Estate

DCHA's fiscal 2014 ending net assets were about \$560 million. The agency received more than \$293 million in grant funding in the same year.

There are more than 8,300 units in 52 traditional public housing developments. Of those properties, 14 serve the elderly and disabled. DCHA maintains an occupancy rate of approximately 95 percent.

DCHA has responsibility and financial interest in 23 mixed-income properties, but does not own them directly. In those 23 properties there are nearly 4,500 units, 3,900 of them are affordable, including more than 1,230 public housing units.

Vouchers

DCHA administers more than 12,500 housing vouchers through tenant-based and project-based assistance.

Board of Commissioners

The District of Columbia Housing Authority Board of Commissioners is an 11-member governing body made up of district community and business leaders, including three members representing the diverse constituency of DC public housing and one member representing Housing Choice Voucher Program participants.

The public housing community elects the resident members of the Board of Commissioners. Five commissioners are nominated by the DC Mayor and confirmed by the Council of the District of Columbia. The Metropolitan Central Labor Council and the Consortium of Legal Services Providers each appoint one Commissioner. The DC Deputy Mayor for Planning and Economic Development is an ex-officio member of the Board.

Position Summary

The Executive Director is directly responsible to the Board of Commissioners for the overall management and administration of the business and affairs of the District of Columbia Housing Authority ("DCHA" or "Agency") whose mission is to provide quality affordable housing to extremely low-through moderate-income households, foster sustainable communities and cultivate opportunities for residents to improve their lives. The incumbent is responsible for the formulation, execution and implementation of policies and procedures assuring that the Agency operates effectively, efficiently and in accordance with the applicable federal, state and local laws and regulations. Incumbent provides direction, leadership and resources in order that the mission of the Agency is achieved through the collective effort of Agency employees and community partnerships with public, private and non-profit entities.

All activities must support the District of Columbia Housing Authority's strategic goals and objectives.

Essential Duties and Responsibilities

- Provides leadership and directs the day-to-day operation, including the management of DCHA's real estate portfolio and associated activities.
- Develops in coordination with the other members of the executive team, the annual and long-term goals and objectives, including plans associated with the Moving-to-Work Agreement.
- Plans, organizes, implements and controls programs within DCHA.
- Oversee and ensures that DCHA's acquisition and new construction projects are aligned with DCHA's strategic and portfolio plans and contribute to DCHA's community-building orientation and mission; and that negotiation of all development agreements and financing documents, including limited partnership agreements, loan documents, construction contracts, architectural agreements and bond financing

documents are faithfully executed with an appropriate focus on balancing of opportunity and risk.

- Ensures that plans, programs and activities are in compliance with all relevant Federal and District requirements; and coordinates with appropriate Federal and District agencies, including the Mayor's Office.
- Directs the development of policies, plans, procedures, and guidelines that implement the Agency's mission statement, vision statement, and goals and objectives.
- Provides direction on strategy development for Collective Bargaining Agreements.
- When needed, develops alternative approaches to solving issues and strategies for success.
- Establishes performance objectives for the senior staff and evaluates their performance utilizing criteria that measure both their respective program outcomes, managerial performance and productivity.
- Represents DCHA before various boards, community organizations, public officials, elected bodies and private citizens.
- Develops, prepares and monitors DCHA's annual budget, in consultation with the Chief Financial Officer.
- Attends meetings, hearings, conferences and other official gatherings of DCHA.
- Maintains a work schedule consistent with the functions and responsibilities of the Executive Director position and is available, at a minimum, during DCHA's normal administrative office hours.
- Ensures that the Board of Commissioners of DCHA is fully informed on Agency matters at a level of detail appropriate to their function
- Provides and maintains a system and process for the Executive Director and the management team to facilitate communication with, and feedback from DCHA clients to assure maximal understanding, participation and input (where appropriate) from residents, participants and other clients in the development and implementation of DCHA goals, objectives, programs and initiatives which may have an impact on such stakeholders.
- Performs other related duties.

Competencies

Leadership

- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; and gives appropriate recognition to others.

Managing People

- Includes staff in planning, decision-making, facilitating, and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, products, and services; and continually works to improve supervisory skills.

Problem Solving

- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service

- Meets/exceeds the expectations and requirements of internal and external customers; manages difficult or emotional customer situations; responds promptly to customer needs; solicits and applies customer feedback (internal and external); responds to requests for service and assistance; meets commitments.

Interpersonal Skills

- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Teamwork

- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Analytical

- Synthesizes complex or diverse information; collects and researches data; and uses intuition and experience to complement data. A successful candidate will demonstrate a track record of setting, monitoring, and reaching data-driven verifiable improvements in multiple aspects of DCHA's performance.

Quality

- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Job Competencies

- Comprehensive knowledge of programs, regulations and directives of the U.S. Department of Housing and Urban Development (HUD) as well as all other applicable Federal and District laws and regulations.

- Comprehensive knowledge of and experience with community planning, real estate and urban development.
- Demonstrates knowledge of urban economics, design, and planning, property acquisition and property redevelopment systems, techniques, and practices.
- Highly advanced leadership and communication skills.
- Experience with political and community advocacy.
- Excellent oral and written presentation skills.
- Advanced understanding of and experience with fiscal responsibility and budgeting.

Technical Skills

- To perform this job successfully, an individual should be competent working with word processing, internet, e-mail and spreadsheet software.

Education & Experience

- Bachelor's degree (Master's degree preferred) from an accredited college or university with emphasis in public administration, urban planning, community development, business administration or a related field;
- A total of 10 years' senior management work experience in community economic and affordable housing development or real estate development which can be in combination 5 years public housing, 5 years in affordable housing, and/or 5 years in real estate development and redevelopment experience.

Reporting Relations

- This position reports to the Board of Commissioners.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Ernest Barefield

Gans, Gans & Associates

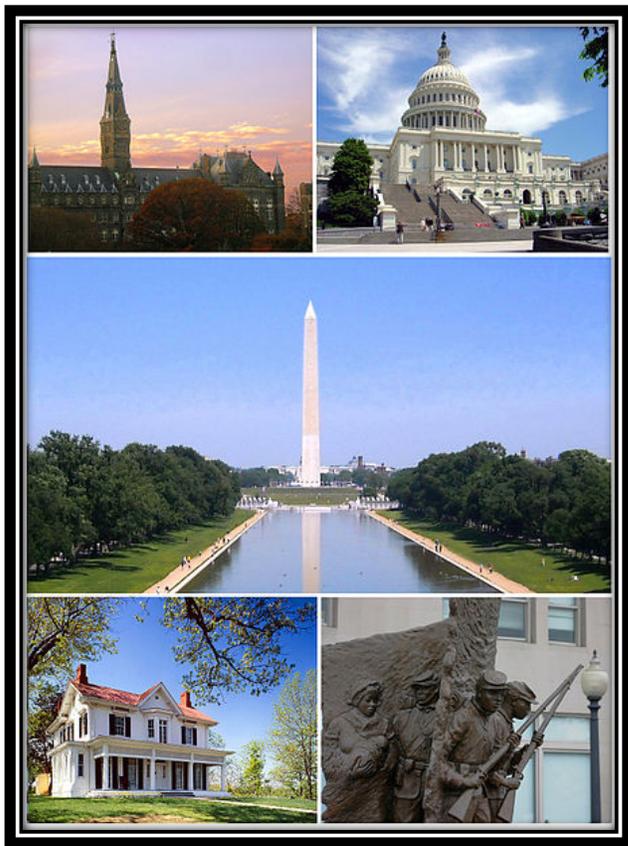
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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Washington DC also referred to as the District of Columbia, Washington, the District, or DC, is unique among American cities because it was established by the Constitution of the United States to serve as the nation's capital. Washington, DC is not only the home to the federal government, but is also a vibrant city where people live, work and play.

The city is known for its monuments and museums, national landmarks, cultural events, musical and theatrical entertainment and sporting events. The District of Columbia has a population of about 599,000; however with the surrounding suburbs the metropolitan area has a population of more than 5.3 million making it the ninth-largest metropolitan area in the country.

The Washington, DC area has a wide diversity of neighborhoods - from urban communities bustling with activity to family-friendly suburban communities to quiet rural areas with lots of green space.

Historic Sites and Museums

The National Mall is a large, open park in downtown Washington between the Lincoln Memorial and the United States Capitol. Given its prominence, the mall is often the location of political protests, concerts, festivals, and presidential inaugurations. The Washington Monument and the Jefferson Pier are near the center of the mall, south of the White House. Also on the mall are the National World War II Memorial at the east end of the Lincoln Memorial Reflecting Pool, the Korean War Veterans Memorial, and the Vietnam Veterans Memorial.

Directly south of the mall, the Tidal Basin features rows of Japanese cherry blossom trees that originated as gifts from the nation of Japan. The Franklin Delano Roosevelt Memorial, George Mason Memorial, Jefferson Memorial, Martin Luther King, Jr. Memorial, and the District of Columbia War Memorial are around the Tidal Basin.

The National Archives houses thousands of documents important to American history including the Declaration of Independence, the United States Constitution, and the Bill of Rights. Located in three buildings on Capitol Hill, the Library of Congress is the largest library complex in the world with a collection of over 147 million books, manuscripts, and other materials. The United States Supreme Court Building was completed in 1935; before then, the court held sessions in the Old Senate Chamber of the Capitol.

The Smithsonian Institution is an educational foundation chartered by Congress in 1846 that maintains most of the nation's official museums and galleries in Washington, D.C. The U.S. government partially funds the Smithsonian and its collections are open to the public free of charge. The Smithsonian's locations had a combined total of 30 million visits in 2013. The most visited museum is the National Museum of Natural History on the National Mall. Other Smithsonian Institution museums and galleries on the mall are: the National Air and Space Museum; the National Museum of African Art; the National Museum of American History; the National Museum of the American Indian; the Sackler and Freer galleries, which both focus on Asian art and culture; the Hirshhorn Museum and Sculpture Garden; the Arts and Industries Building; the S. Dillon Ripley Center; and the Smithsonian Institution Building (also known as "The Castle"), which serves as the institution's headquarters.



The Smithsonian American Art Museum and the National Portrait Gallery are housed in the Old Patent Office Building, near Washington's Chinatown. The Renwick Gallery is officially part of the Smithsonian American Art Museum but is in a separate building near the White House. Other Smithsonian museums and galleries include: the Anacostia Community Museum in Southeast Washington; the National Postal Museum near Union Station; and the National Zoo in Woodley Park.

The National Gallery of Art is on the National Mall near the Capitol and features works of American and European art. The gallery and its collections are owned by the U.S. government but are not a part of the Smithsonian Institution. The National Building Museum, which occupies the former Pension Building near Judiciary Square, was chartered by Congress and hosts exhibits on architecture, urban planning, and design.

Arts

Washington, D.C., is a national center for the arts. The John F. Kennedy Center for the Performing Arts is home to the National Symphony Orchestra, the Washington National Opera, and the Washington Ballet. The Kennedy Center Honors are awarded each year to those in the performing arts who have contributed greatly to the cultural life of the United States. The historic Ford's Theatre, site of the assassination of President Abraham Lincoln, continues to operate as a functioning performance space as well as museum.



The Marine Barracks near Capitol Hill houses the United States Marine Band; founded in 1798, it is the country's oldest professional musical organization. American march composer and Washington-native John Philip Sousa led the Marine Band from 1880 until 1892. Founded in 1925, the United States Navy Band has its headquarters at the Washington Navy Yard and performs at official events and public concerts around the city.

Washington has a strong local theater tradition. Founded in 1950, Arena Stage achieved national attention and spurred growth in the city's independent theater movement that now includes organizations such as the Shakespeare Theatre Company, Woolly Mammoth Theatre Company, and the Studio Theatre. Arena Stage opened its newly renovated home in the city's emerging Southwest waterfront area in 2010. The GALA Hispanic Theatre, now housed in the historic Tivoli Theatre in Columbia Heights, was founded in 1976 and is a National Center for the Latino Performing Arts.

The U Street Corridor in Northwest D.C., known as "Washington's Black Broadway", is home to institutions like the Howard Theatre, Bohemian Caverns, and the Lincoln Theatre, which hosted music legends such as Washington-native Duke Ellington, John Coltrane, and Miles Davis. Washington has its own native music genre called go-go; a post-funk, percussion-driven flavor of rhythm and blues that was popularized in the late 1970s by D.C. band leader Chuck Brown.



Sports

Washington is one of 12 cities in the United States with teams from all four major professional men's sports and is home to one major professional women's team. The Washington Wizards (National Basketball Association), the Washington Capitals (National Hockey League), and the Washington Mystics (Women's National Basketball Association), play at the Verizon Center in Chinatown. Nationals Park, which opened in Southeast D.C. in 2008, is home to the Washington Nationals (Major League Baseball). D.C. United (Major League Soccer) plays at RFK Stadium. The Washington Redskins (National Football League) play at nearby FedExField in Landover, Maryland.

Higher Education

Private universities include American University (AU), the Catholic University of America (CUA), Gallaudet University, George Washington University (GW), Georgetown University (GU), Howard University, and the Johns Hopkins University School of Advanced International Studies (SAIS). The Corcoran College of Art and Design provides specialized arts instruction and other higher-education institutions offer continuing, distance and adult education.



The District is known for its medical research institutions such as Washington Hospital Center and the Children's National Medical Center, as well as the National Institutes of Health in Bethesda, Maryland. In addition, the city is home to three medical schools and associated teaching hospitals at George Washington, Georgetown, and Howard universities.