

HACP Housing Authority City of Pittsburgh

Executive Director



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

Kimberly Sallie

E-mail: kimberly@gansgans.com

Phone: (813) 986-4441 ext. 131 | Fax: (813) 986-4475

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

Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

www.gansgans.com

The Housing Authority of the City of Pittsburgh (HACP) currently employs approximately 300 people and provides publicly assisted housing comprised of traditional public housing, scattered sites and Housing Choice Vouchers (Section 8). HACP currently houses more than 18,000 Pittsburghers, manages more than 2,200 public housing units, and provides oversight of an additional 600+ mixed-finance units.

More than half of HACP residents live in privately managed rental properties located across the City of Pittsburgh, through their participation in the Housing Choice Voucher Program (Section 8).

HACP facilities are conveniently located throughout Pittsburgh, with public and senior housing communities located in each region of the city.

HACP's purpose is to develop and make available affordable, safe housing and to help families achieve the independence they strive for. A brighter future is always within reach thanks to the commitment of HACP.

Position Summary

The Executive Director (ED) has total responsibility for administering, managing, maintaining, planning, and directing the Housing Authority's programs. The Executive Director is responsible for the safekeeping of all property and records, the safety of Authority residents, and is the Authority's primary liaison with the Board of Commissioners (BOC), HUD, and state and local entities. The duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

All activities must support the Housing Authority of the City of Pittsburgh's day-to-day operations as well as strategic goals and objectives and produce the results that accomplish its mission.

Ideal Candidate

The ideal candidate is a visionary who is an excellent operational leader that can transform organizational culture, improve service delivery, strengthen community partnerships, and advance equitable housing policy while managing complex federal redevelopment projects and day-to-day operations.

1. Progressive Housing Vision

- Commitment to housing as a human right and social determinant of health.
- Understanding of fair housing and housing justice frameworks.
- Experience implementing innovative, resident-centered housing models.
- Record of advancing inclusive, mixed-income community development.
- Ability to balance preservation of affordable housing with neighborhood revitalization.

2. Resident-Focused Approach

- Demonstrated commitment to treating residents with dignity and respect.
- Experience elevating resident voice in policy and program decisions.
- Understanding of wraparound services and supportive housing models.
- Cultural competency and ability to serve diverse populations.
- Record of implementing resident engagement and empowerment programs.

3. Collaborative Leadership Style

- Ability to build bridges between diverse stakeholders with competing interests.
- Experience developing productive partnerships with landlords, developers, nonprofits, and government.
- Skilled at consensus-building while maintaining clear vision and accountability.
- Transparent communication style with internal and external constituents.
- Willingness to admit mistakes and course-correct when necessary.

4. Voucher Program Excellence

- Deep understanding of Housing Choice Voucher/Section 8 program administration.
- Proven success by improving voucher utilization and lease-up rates.
- Experience developing landlord recruitment and retention strategies.
- Knowledge of payment standards, rent reasonableness, and housing quality standards.
- Record on reducing administrative backlogs and improving customer service.

5. Operational Excellence

- Strong organizational management and systems-thinking capabilities.
- Experience leading organizational turnarounds and culture change.
- Ability to diagnose root causes of operational failures and implement solutions.
- Data-driven decision-making with clear performance metrics.
- Experience with technology modernization and process improvement.

Executive Leadership and Board Relations

- Provide executive leadership to administer, manage, and direct the daily affairs and activities of HACP in a professional manner and in accordance with all applicable housing authority laws, rules, and regulations, as well as with by-laws, and policies adopted by the BOC.
- Work under the direction of the BOC, including implementation of the BOC's will, as expressed by resolutions, policies, by laws, or communicated otherwise. Keep the BOC fully informed on HACP matters in appropriate detail, or as requested by the BOC.
- Perform executive duties with full attention and diligence, keeping regular working hours and regular attendance, required of the Executive Director of HACP in order to attend to its complex twenty-four (24) hour operations for residents and participants;
- Serve as primary staff contact to the BOC providing information on the status of activities and projects within the Authority; develop and propose new policies or changes in existing policies; notify the BOC of changes or proposed changes in federal, state or local legislation affecting the authority; provide the BOC with information on evaluation of the efficiency and effectiveness of Authority operations and provide recommendations for improvements.
- Collaborate with the BOC to develop the Authority's strategic and operational plans that align with the Authority's mission and vision. Effectively develop organizational structures and plans. Implement internal policies, programs, initiatives, and priorities.
- Serve as liaison between the BOC and Authority staff. Acts as spokesperson for the BOC when authorized by the BOC Chairperson. Respond promptly to BOC inquiries regarding Authority plans and operations.

Staff Leadership

- Lead the senior executive team to meet annual and long-term goals and objectives consistent with strategic and operational plans; consistent with BOC, HUD, federal, state, and local mandates;
- Administer employee compensation plan, make all final personnel decisions, including the employment of staff, counsel, and consultants, as necessary, to operate HACP successfully in accordance with the laws, rules, regulations, by-laws, and policies adopted by the BOC.
- Make recommendations to the BOC for salary ranges and employee benefits, based on market data.
- Establish a performance evaluation process for all Authority employees, utilizing criteria, including metrics designed to measure individual and group performance and contributions in support of the Authority's mission, objectives, and strategic initiatives.
- Provide ongoing support to staff to facilitate a positive, professional, and productive work environment. Review recommendations for and oversee the selection, training, direction, supervision, utilization, discipline, and termination of Authority employees.

Resident Relations

- Meet with residents concerning complaints and/or grievances after unresolved investigation and negotiations by designated staff and advise them of their rights to hearings according to the Authority's procedures.
- Establish and maintain a responsive client service program operated with care, and dedication to transparency, trust and timely attention to the housing and other life needs of HACP's residents and participants.
- Provide regular updates and feedback with public participation to promote understanding of HACP's strategic direction.

Operational Excellence

- Monitor, survey, and inspect various aspects of the Authority's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and compliance with all appropriate regulations.
- Maintain a responsive, cooperative working relationship with HUD and other federal agencies. Review and approve reports and other documents that are required by federal, state, and local jurisdictions.
- Manage HACP's real estate portfolio and property interests, including execution of leases, deeds, notes, bonds, contracts, and other documents on behalf of HACP; ensuring that all acquisition, new construction, and development are documented with integrity and aligned with HACP's mission, vision, and the BOC-approved strategic and operational plans.
- Conduct evaluations of HACP's real estate portfolio and development plan to ensure that they are current, appropriately aligned with HACP's Development Pillars and Principles, and balance appropriate amounts of risk in achieving the organization's strategic objectives.
- Conduct periodic, comprehensive review and analysis of HACP's real estate portfolio to determine realignment of business strategies, as may be necessary, including business partners.
- Ensure accurate preparation of all financial reports. Collaborating with the CFO, manage the development of HACP's budget and financial reporting, and take responsibility for HACP's fiscal and financial affairs. Authorize Authority expenditures and monitor funds for effective and efficient use. Identify federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Authority.
- Oversee and provide for safekeeping of the Authority's buildings, grounds, facilities, equipment, supplies, funds, files, records, documents, and reporting.
- Participate in negotiating contracts with outside agencies and companies for major maintenance services and management services.

External Relations

- Implement a reliable system of effective communication and outreach, with maximum accessibility, to keep residents, participants, and stakeholders fully informed of HACP's plans, policies, and actions.
- Maintain a positive Agency image and working relationships with the community and local, state, and federal government officials.

- Liaise with government officials, representatives, news media, social and public service agencies, and other stakeholders, to discuss HACP goals, priorities, problems, and concerns as needed.
- Represent HACP before various public, civic and community bodies on matters pertaining to affordable housing in general and HACP;
- Attend professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Public Housing.
- Support, assist, and work with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Authority objectives and by maintaining membership in appropriate community organizations.
- At the request of HUD, or other government agencies, may assist in planning or developing or participating in seminars, conferences, and workshops, or the review of new or revised housing policies and regulations.

Miscellaneous

- Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
- Perform such other duties as shall be assigned by the BOC.

Competencies

- Strong knowledge of organizational leadership principles; including governance relations; operating policies and procedures and infrastructure of affordable housing entities.
- Demonstrated ability to collaborate with the BOC on the development of all policies affecting the Authority including strategic initiatives, economic feasibility, sound business planning and day to day management.
- Demonstrated, 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 local laws and regulations.
- Comprehensive knowledge of and experience with affordable housing issues, community planning and urban development.
- Proven record of developing complex, executable real estate strategies that support HACP's objectives.
- In-depth understanding of real estate life cycle, project management methodology, and effective negotiation.
- Experience with federal and state funding including low income housing tax credit.
- Ability to appropriately leverage funding and assets to the benefit of HACP's mission.
- Highly advanced leadership and management skills.
- Experience with political and community advocacy.
- Must possess high ethical standards and be politically astute.
- Demonstrated ability to build consensus.
- Ability to develop and maintain stakeholder relationships including federal, state, and other agencies in local jurisdictions.
- Experience in mixed-income housing and economic development; demonstrating visionary entrepreneurial business development and negotiating skills.
- Excellent oral and written presentation skills.
- Advanced understanding of and experience with fiscal responsibility and budgeting; Understanding of both the technical side and program side of building and balancing budgets; Ability to communicate clearly about financial issues; Experience maintaining financial health of a complex organization.

Qualifications

- Previous experience as Executive Director or Deputy Director of a comparable sized housing authority.
- Success turning around underperforming voucher programs.
- Experience implementing customer service improvements and technology modernization.
- Record building effective landlord partnerships and increasing voucher acceptance.
- Demonstrated ability to reduce staff turnover and build high-performing teams.
- Experience managing major HUD Choice Neighborhoods or similar transformative grants.
- Background in community organizing, resident services, or social work.
- Lived experience with housing insecurity or public assistance programs.
- Connections to Pittsburgh's affordable housing, nonprofit, and community development sectors.
- Bilingual capabilities (e.g., Spanish highly valued).
- Experience navigating political environments and working with appointed BOCs.

Technical Knowledge Required

- Expert knowledge of HUD regulations, Fair Housing Act, and public housing law.
- Understanding of Moving to Work (MTW) designation and flexibilities.
- Familiarity with mixed-finance development, LIHTC, RAD conversions, and public-private partnerships.
- Knowledge of property management, facilities operations, and capital planning.
- Experience with HUD's SEMAP, PHAS, and other performance assessment systems.

Education and Experience

- Bachelor's degree from an accredited 4-year college or university with emphasis in public administration, urban planning, community development, business administration or a related field.
- Master's degree preferred.
- At least 10 years of professional program management work experience, including 7 years senior level management experience in public housing, affordable housing, and/or real estate redevelopment environment;
- An equivalent combination of education and experience may be considered.

Benefits

The Housing Authority of the City of Pittsburgh proudly offers a comprehensive benefits package to eligible employees. Some of the benefits of working at HACP include:

- Health Insurance
- Wellness Program
- Vision Plan
- Dental Plan
- Long Term Disability
- Pension plan with an employer contribution of up to 8%
- Deferred Compensation plan
- Educational Assistance including Tuition Reimbursement and Professional Trainings
- Employee Assistance Program
- Credit Union with The Greater Pittsburgh Police Federal Credit Union
- 11 paid holidays plus 3 personal holidays
- Paid vacation and sick leave

Pittsburgh

History

Pittsburgh is a city in western Pennsylvania known for its industrial history, now a center for technology, education, and medicine, located at the confluence of the Allegheny, Monongahela, and Ohio rivers. It is nicknamed the "City of Bridges" for its 446 bridges and is a large metropolitan area with a lower cost of living compared to other major U.S. cities. The city offers attractions like museums, parks, and unique local culture.



Clockwise from top: Pittsburgh skyline; Carnegie Mellon University; PNC Park; Duquesne Incline; Cathedral of Learning at the University of Pittsburgh

Population Statistics

Pittsburgh has an estimated population of over 300,000 people. The median age is around 33, and the city is the second largest in Pennsylvania. The broader Pittsburgh metropolitan area is significantly larger, with a population of over 2.4 million people.

Community

The City of Pittsburgh offers everything a person might be looking for in a home, with its wonderful shopping areas, great restaurants, and beautiful views. Pittsburgh is known for having more named neighborhoods than any American city. Ninety distinct communities collectively create the culture of Pittsburgh. The Strip District is a wonderful market spot known for its variety of food and excellent shopping with unique stores. The neighborhoods known as Shadyside, Beechview, or the West End are other fantastic regions of Pittsburgh to find trendy shops and restaurants. If you're looking for authentic homemade Italian food, Bloomfield or "Pittsburgh's Little Italy" is the place for you. If you're looking for more of a creative and artistic side of Pittsburgh, pass through the neighborhood of Lawrenceville.

East Liberty is known for business and industries. Looking for a fun night out in the town? South Side has a fun and exciting nightlife full of clubs, sports bars, and laid-back pubs. Wanting to catch a game or spend some quality time with your loved ones? The North Shore or North Side is the place to be. Mount Washington is the high point of Pittsburgh; it gives the residents of Pittsburgh and tourists a beautiful view of this magnificent city. Finally, Downtown, like most downtown districts, has great food, dining, parks, plazas, and art museums.

Education

Pittsburgh Public Schools (PPS) is the second-largest public school district in Pennsylvania, serving approximately 20,000 students in PreK through grade 12 across 57 schools. The district offers a variety of options, including magnet schools, and is working on a five-year strategic plan to improve student outcomes and experiences. Recently, it has been focusing on student success with new initiatives, such as a program to encourage future teachers, while also addressing potential future school closures or mergers.

For higher education there are countless and qualified options. The University of Pittsburgh, Duquesne University, Carlow University, Point Park University, and Carnegie Mellon University are just a few universities located in the City of Pittsburgh. There are even more just outside the city such as Robert Morris University, Washington & Jefferson, and La Roche College.

Sports

The Pittsburgh Steelers are one of the NFL's most successful and storied franchises, with six Super Bowl victories, and are known for their strong history and enthusiastic fanbase, "Steelers Nation". Key figures include founder Arthur J. Rooney, legendary coach Chuck Noll, and the "Steel Curtain" dynasty of the 1970s which featured stars like Terry Bradshaw, Franco Harris, and Joe Greene.

Pittsburgh was honored to become the home of the Penguins in 1967. They compete in the Eastern Conference's Metropolitan Division and have won the Stanley Cup five times, with championships in 1991, 1992, 2009, 2016, and 2017. The team plays its home games at PPG Paints Arena. Key players in their history include Mario Lemieux and, more recently, Sidney Crosby and Evgeni Malkin.

The Pirates are the oldest professional sports team in Pittsburgh. The team played their first National League game on April 30, 1887, defeating Chicago. The team has won five World Series championships and has a rich history featuring legendary players like Honus Wagner and Roberto Clemente. The team's name originated in 1891 after a controversial player acquisition that opponents called "piratical".

Cultural Activities

Pittsburgh offers a wide range of cultural activities, including museums, performing arts venues, and historical sites. Popular attractions include the Carnegie Museums of Art and Natural History, the Andy Warhol Museum, and the Phipps Conservatory and Botanical Gardens. The city

also has a vibrant performing arts scene centered in the Cultural District, which features the Pittsburgh Symphony Orchestra, Ballet Theatre, and the CLO, notes Visit Pittsburgh and this YouTube video.

Museums and galleries

- Carnegie Museums of Art and Natural History: A combined museum complex with extensive art collections and a renowned dinosaur collection.
- Andy Warhol Museum: The largest museum in America dedicated to a single artist, located on the North Side.
- Senator John Heinz Pittsburgh Regional History Center: Chronicles the history of Pittsburgh and the Western Pennsylvania region, and is also the home of the Smithsonian's Pittsburgh branch.
- Phipps Conservatory and Botanical Gardens: Features beautiful gardens and a variety of special exhibits.
- Mattress Factory: A museum of contemporary art that features site-specific installations.
- Latin American Cultural Center: Features exhibits and programs on Latin American culture.
- Other notable museums: Bradford House Museum, Bicycle Heaven Museum, and the Frick Art Museum.

Performing arts and cultural districts

- The Cultural District: A downtown area managed by the Pittsburgh Cultural Trust, which includes several major theaters and hosts many performances, from Broadway shows to opera.
- August Wilson African American Cultural Center: A center for African American culture, art, and education.
- Benedum Center and Byham Theater: Historic venues for a variety of performances, including Broadway, ballet, and opera.
- Other groups: Pittsburgh Ballet Theatre, Pittsburgh CLO, and Pittsburgh Public Theater are also part of the city's robust performing arts scene.

Tours and other activities

- Walking and historical tours: Options include general history and architecture tours, as well as specialty tours like ghost tours.
- Brewery and distillery tours: You can take tours at locations like the Wigle Whiskey Distillery.
- Festivals: The city hosts various festivals throughout the year, such as the Three Rivers Arts Festival, which includes music, dance, and art markets.