



**COLUMBUS METROPOLITAN  
HOUSING AUTHORITY**

**VICE PRESIDENT OF HOUSING  
CHOICE VOUCHER PROGRAMS**



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

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## POSITION SUMMARY

The Vice President of Housing Choice Voucher (HCV) Programs is a critical executive leadership role responsible for the strategic direction, operational excellence, and federal compliance of the Housing Choice Voucher portfolio at the Columbus Metropolitan Housing Authority. This role ensures that thousands of low-income families have access to safe, affordable housing while maintaining high-performing status with the U.S. Department of Housing and Urban Development (HUD). Under the general direction of the Chief Executive Officer (CEO), the Vice President oversees the full administration of HCV programs, including MTW (Moving to Work) and non-MTW vouchers, VASH, Project-Based Vouchers (PBV), and special purpose vouchers. The VP drives program innovation, ensures fiscal responsibility, and fosters strong relationships with landlords and community stakeholders.

## KEY RESPONSIBILITIES

### **Strategic Leadership & Program Innovation**

- **Strategic Planning:** Develop and execute long-term plans aligned with the agency's mission and HUD requirements.
- **MTW Initiatives:** Lead innovation by contributing to Moving to Work (MTW) Annual Plans and Reports to leverage regulatory flexibilities.
- **Policy Development:** Oversee the continuous update and implementation of the HCV Administrative Plan.

### **Operational Excellence & Compliance**

- **Regulatory Oversight:** Ensure 100% compliance with HUD regulations, including provisions of SEMAP (Section 8 Management Assessment Program) indicators.
- **Utilization Management:** Monitor and optimize voucher and budget utilization rates to ensure maximum families are served.
- **Manage HQS (Housing Quality Standards) and NSPIRE inspection programs** to ensure unit safety and quality.
- **Customer Service:** Direct Service Center operations to provide exceptional service to residents, applicants, and participating landlords.

## Financial & Personnel Management



**Budget Oversight:** Develop and manage multi-million-dollar annual operating budgets and Housing Assistance Payment (HAP) funds.

**Team Leadership:** Recruit, mentor, and lead a diverse, high-performing team of directors, managers, and specialized staff.

**Data Integrity:** Oversee reporting accuracy through HUD systems such as PIC/HIP and VMS.

## External Relations

- **Liaison:** when required, serve as a representative to HUD, local government officials, and community partner agencies.
- **Landlord Engagement:** Build and maintain robust relationships with property owners and management companies to expand housing options.

## QUALIFICATIONS

Possession of a Bachelor's degree from an accredited college or university in Business, Public Administration, or related field; ten (10) or more years of related experience and/or training with three (3) or more of those years consisting of responsible managerial experience; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

## LEADERSHIP SKILLS

- **Regulatory Mastery:** Deep knowledge of 24 CFR Part 982 and other federal, state, and local housing laws.
- **Systems Proficiency:** Experience with housing management software such as Yardi or Elite.
- **Analytical Ability:** Strong capacity for data-driven decision-making and forecasting program performance.

## CERTIFICATION REQUIREMENTS

Must possess a valid U.S. driver's license at time of hire, and a valid Ohio driver's license within 6 months of hire; must maintain insurability under CMHA's vehicle insurance policy. HCV Executive Management and/or HCV Program Management (or equivalent) certifications

are desired. Certifications in Fair Housing, HQS/NSPIRE, and HCV Financial Management are highly desirable.

## COLUMBUS, OHIO



Columbus, Ohio is a city born from intention. Unlike many municipalities that grew organically from trading posts or pioneer settlements, Columbus was designed from the start to be a capital. In 1812, the Ohio legislature chose a site at the confluence of the Scioto and Olentangy rivers—central enough to appease competing factions in Chillicothe and Zanesville—and named it after Christopher Columbus.

The city's early years were defined by its geography. The arrival of the National Road in 1836 and the Columbus feeder canal solidified its role as a transportation hub, a status that surged during the Civil War when it served as a major staging area for Union forces at Camp Chase. By the 20th century, Columbus had evolved into an industrial center, manufacturing everything from buggies to aircraft parts. Today, it has shed its "Rust Belt" associations, reinventing itself as a "Silicon Heartland" driven by a diverse, modern economy.



### **Industries and Innovation**

The economic narrative of modern Columbus is one of diversification. It is a global headquarters for insurance and banking, home to heavyweights such as Nationwide, Huntington Bancshares as well as a massive JPMorgan Chase corporate center.

Surprisingly to some, the city is also a fashion and retail titan. It serves as the operational hub for brands like Express, Abercrombie & Fitch, and Bath & Body Works, leveraging its logistics capabilities to reach the U.S. market efficiently. In recent years, the region has pivoted hard toward technology and advanced manufacturing, headlined by Intel's massive investment in semiconductor fabrication facilities nearby, signaling a new era of tech-driven growth.

### **A City of Education**

Education is perhaps the city's most visible engine. The Ohio State University (OSU) dominates the landscape as one of the largest and most comprehensive public research universities in the nation, influencing everything from the local culture to medical research. Beyond the massive footprint of OSU, the city hosts a vibrant academic

ecosystem. Columbus State Community College provides crucial workforce development downtown, while Franklin University focuses heavily on adult and distance learning. The private sector is well-represented by Capital University in the historic suburb of Bexley and Ohio Dominican University, while the Columbus College of Art & Design (CCAD) anchors the creative community downtown.