



**EXECUTIVE DIRECTOR
Position Description**



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

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THE SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY



The Suffolk Redevelopment and Housing Authority (SRHA) is a medium-sized agency in Suffolk, Virginia, dedicated to providing affordable housing and fostering self-sufficiency for residents. Established in 1971, the authority manages public housing units and oversees regional housing voucher programs to create safe, inclusive neighborhoods.

Core Services & Programs

- **Public Housing Management:** SRHA maintains 260 units of public housing across several communities, including Cypress Manor Apartments, Hoffler Apartments, and Parker Riddick Villages.
- **Housing Choice Vouchers (Section 8):** The agency administers approximately 1,245 vouchers to assist low-income families, the elderly, and individuals with disabilities in securing private-market housing.
- **Family Self-Sufficiency (FSS):** A voluntary five-year program that links participants with local resources for job training, education, and career counseling to help them achieve economic independence.
- **Community Development:** SRHA acts as a catalyst for affordable housing construction and offers programs like Homebuyer Counseling and Downpayment Assistance, and HOME Rehabilitation Program, which assists homeowners with necessary repairs.



POSITION DESCRIPTION

The Executive Director is appointed by the Board of Commissioners of the Suffolk Redevelopment and Housing Authority (SRHA) and serves as Secretary/Treasurer to the SRHA Board of Commissioners. Provides overall direction, oversight, administration, and coordination for the organization. Directs and leads the planning and execution of strategic organization efforts. Supervises the planning and execution of division objectives and strategies. Leads, coordinates, and monitors key authority functions and initiatives. Oversees fiscal management, resource acquisition and fund allocations for the organization. Oversees and participates in establishing public and private partnerships to achieve organization goals. Represents the organization to

internal and external parties. Supervises the activities of division directors. Participates in developing and implementing division and cross-division projects and programs. Monitors the general status of SRHA operations and acts to ensure organization effectiveness and legal compliance.

ESSENTIAL RESPONSIBILITIES

- Directs and leads the planning and execution of strategic organization actions.
- Serves as the Secretary to the SRHA Board of Commissioners: communicates and maintains working relationships with Commissioners; informs and recommends action to the Board on strategic, policy, legal, and operational matters; supervises the preparation for and conduct of Board meetings, including public hearings; supervises the taking and distribution of meeting minutes; accepts and supervises special assignments from the Board, such as research assignments; and provides for the training and development of Commissioners with respect to Board responsibilities.
- Supervises the planning and execution of division objectives and strategies: confers with and advises division executives on division objectives and strategies to assure conformity with organization objectives and strategies; provides advice, guidance, and direction on division strategic matters; reviews and authorizes the implementation of division strategies; coordinates division action to assure effective operations; monitors and assesses the effectiveness of division strategies; and recommends or directs corrective action.
- Leads, coordinates, and monitors key Authority initiatives: maintains current and comprehensive knowledge of initiative requirements and administration; coordinates project activities; fosters positive relationships with external parties; acts to resolve conflicts between the organization and external parties; monitors, assesses, and reports on initiative progress; acts to assure compliance with initiative requirements; and takes corrective action as needed.
- Oversees financial and other resource acquisition and allocation for the organization, negotiates with government officials, political agencies and private organizations to obtain financing; oversees the actions of division executives in obtaining finances for division projects and programs; reviews and approves annual budget; oversees the presentation of the annual budget to Board of Commissioners for adoption; and coordinates budget amendments as needed.
- Oversee and participate in establishing public and private partnerships to achieve organization goals, negotiate or monitor negotiation of partnership agreements; monitors and oversees compliance with partnership agreements; fosters and promotes positive relations with partners; and acts to resolve problems in partnership activity or agreements.
- Represents the organization before government officials, political agencies, community groups, public housing residents, businesses, news media, the general public, employees, and others: may present information on organization activities; may participate in dialogue to

clarify issues and identify problems; acts to maintain satisfactory and effective public relations; and may receive information on issues affecting the organization.

- Supervises the activities of Division Directors and Executive Office staff to ensure effective and efficient operations: may perform the full range of supervisory activities, including but not limited to hiring; assigning and coordinating work; acting on employee problems; and promoting, developing, inspiring, empowering, disciplining and rewarding employees.
- Participates in developing and implementing of division and cross-division projects and programs as needed: exercises final authority in all operational matters; participates in project or program development that has high public visibility or otherwise requires participation by the Executive Director; and participates as member of team or task force as needed.
- Monitors the general status of SRHA operations and acts to ensure organization effectiveness and legal compliance: confers with managers and employees on SRHA activities; receives, reviews, and acts on reports, memoranda, and other communications related to organization operations; visits communities to assess housing conditions; visits housing and redevelopment sites to observe progress of projects; and directs corrective action as needed.
- Performs routine administrative tasks as required: completes internal and external forms; composes and submits correspondence, emails, memoranda, and reports; reviews, comments, and approves forms, memoranda, reports, and other documents; and acts to assure proper documents management.

KNOWLEDGE AND ABILITIES

- Comprehensive and current knowledge of federal, state, and local programs, laws, regulations, and rules related to public housing and housing choice voucher administration.
- Knowledge of public-sector financing, particularly those related to federal, state, and local financing of public housing and redevelopment projects and programs; includes skill in budget policy, development, and implementation; and skill in accessing financial resources from subsidization, grant, bond, and other sources. Ability to manage operating budget of the Authority.
- Knowledge of community development programs, systems, techniques, and practices.
- Knowledge and skill in developing and sustaining public and private partnerships; includes knowledge of public and private partnership concepts, methods, techniques, and practices.
- Knowledge of the City of Suffolk political, economic, and real estate environment. This includes knowledge of local property development and conservation needs, and local public housing needs.
- Extensive human relations skills, particularly leadership, consulting, negotiating, persuasive, and supervisory skills. The jobholder must have the capacity to deal effectively with a wide variety of individuals, including those who exhibit skepticism or are uncooperative with the jobholder.

- Oral and written communication skills to present and interpret comprehensible complex information regarding organizational operations, of which some information may be highly technical in nature; provide clear work instructions; compose technical reports; and respond to questions on a variety of job-related matters.

QUALIFICATIONS

- Bachelor's degree with coursework in public administration, business administration, or related field and extensive experience in housing programs, housing management, real estate development, and extensive supervisory experience, or equivalent combination of education and experience. Master's degree preferred.
- A minimum of 4 years of administrative and supervisory experience preferably at a public housing authority, non-profit housing corporation, private housing corporation, or related organization.
- Possess a Public Housing Manager's certificate (PHM) from an accredited agency or obtain within one year of employment.
- Experience in the development of low and/or moderate-income housing preferred.
- Demonstrated integrity in the administration of HUD funded or HUD subsidized programs.
- Comprehensive knowledge of current social, economic, and physical considerations and developments related to public housing programs.
- Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and insurable under the vehicle insurance policy of the Authority.
- Residency in Suffolk, Virginia expected within 1 year of hire date.