

# ALL MISSION INDIAN HOUSING AUTHORITY

27368 Via Industria, Suite 113, Temecula, CA 92590



## Executive Director

**Reports to:** Board of Commissioners

**Salary:** \$115,000.00

**Status:** Full-Time/Exempt/Salary

### General Statement of Duties:

The Executive Director manages, plans, directs, controls, and supervises housing management and operations, human resources, finance management of allocated resources including development construction/infrastructure projects. Ensures compliance with all applicable federal, state, and tribal rules and regulations.

### Position Summary:

Provides leadership and direction of the All Mission Indian Housing Authority, an authorized Tribally Designated Housing Entity (TDHE) that serves 14 Indian tribes in Southern California. Responsible for managing, planning, directing, controlling, and supervising human resources management, property management, finance management, records management, and maintenance management activities. Manage multi-million dollar projects according to federal and state rules and regulations. Develop annual budgets, contracts, and grants including funding agreements. Coordinates, collaborates, and communicates with the Board of Commissioners on the organizational policies, approval of contracts, and implementation of projects, which consist of infrastructure for community and housing development including Low-Income Housing Tax Credit housing projects. Maintain inventory compliance with approval policies and procedures, capital asset management and develop corrective action plans to address any deficiencies. Establish professional relationships with stakeholders and staff to ensure an optimal level of services.

### Job Responsibilities:

Provide strategic vision and leadership for the organization by developing and implementing a strategic plan. Develop and revise strategic goals according to the unmet needs, duplication and overlapping of resources. Promotes collaborative impact and governance and drives the success of a diverse culture. Supports department and program operations for team members in the delivery of best practices by providing quality services for tribal individuals and families served through the organization and tribal communities.

Promote the mission statement by engaging and participating in community events, forums, civic organizations including advocacy. Ensures policy activities align with the mission and vision for the organization. Develops effective partnerships with tribal communities, agencies, and programs on housing assistance opportunities. Serves as the primary spokesperson for the organization to stakeholders, media and public.

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Develop a financial strategy that complies with funding agency's rules and regulations. Oversees the financial budgets, resources, and assets management for the organization. Administer financial and administrative functions to ascertain immediate and long-term fiscal integrity for the organization. Manage organization's resources according to budget guidelines, applicable laws, and regulations. Manage financial resources allocated for affordable housing development.

Develop and submit an annual report and budget for the Board of Commissioners' review and approval. Provide regular updates on all key decisions and activities on the organization's finance and program operations. Develop and submit operation reports to the Board of Commissioners for accountability on utilization of resources.

## POSITION REQUIREMENTS

### **Education:**

High school diploma required. Minimum of a bachelor's degree (master's preferred) in business, public administration, finance, or related fields from an accredited college or university plus five (5) years of executive management experience (or equivalent combination).

### **Experience:**

Knowledge of federal budgets and accounting including 2 CFR Part 200 Uniform Administrative Guidance and HUD Federal housing experience is highly desirable. Possess five (5) years of housing experience managing and administering housing programs, and possesses the ability to build effective teams, ability to negotiate, coordinate several major management functions simultaneously and projects. Possess five (5) years of executive leadership experience in housing management operations and community development including infrastructure project management.

### **Skills:**

Incorporate critical thinking, implement problem solving strategies and strategic plan development. Demonstrate the ability to organize, direct, plan and coordinate business operations. Engage in building effective relationships with Boards of Commissioners, employees, tribal government officials, and/or volunteers. Coordinate, collaborate, and communicate with community agencies, non-profits, and housing industry groups including utility power companies on public policy initiatives and infrastructure development plans. Promote diversity, confidence, and respect within the organization and among the 14 tribes. Strong verbal and written communication skills including public speaking. Effective financial management skills, including budgeting, analysis, decision making and reporting.

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## NATIVE AMERICAN PREFERENCE

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.

## AMERICANS WITH DISABILITIES ACT (ADA):

The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

Equal Opportunity Employer, Alcohol and Drug-Free Workplace, Indian Employment Preference.

## How to Apply:

Submit cover letter, resume and three (3) references to [bmatta@amiha.org](mailto:bmatta@amiha.org) This position is open until filled.

## Work Authorization:

- United States (Required)

## Work Location:

- Temecula, California

## Benefits Offered:

- Paid time off
- Parental Leave
- Health Insurance
- Vision Insurance
- Dental/Life Insurance
- Pension/401K