



HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: **Non-Profit Corporation, Director**
Department: **External Affairs**
Supervisor: **Vice President External Affairs**

☒ Exempt ☐ Non Exempt ☒ New Position ☐ Revision (see below)

☐ Change of title Previous Revision Date: _____ Other (Please Specify) _____
☐ Revised qualifications ☐ Revised duties _____
☐ Expanded qualifications ☐ **Expanded duties** _____

Effective Date: _____

Approved: _____
VP, External Affairs

Approved: _____
Director Human Resources, Training and Development

The Houston Housing authority seeks a proven Director of its Non-Profit Corporation who can champion positive change as the organization continues its transition from the traditional provider of low-income housing to an effective agent for community impact with the provision of affordable housing throughout the Houston Community.

Duties and Responsibilities:

1. Facilitate the creation of a strong mix of talents, expertise and resources of the Houston Housing Authority's Non-Profit Corporation Board of Directors to meet current and emerging organization needs.
2. Guide the agency Staff in implementing the policies and strategic plans of the Non-Profit Corporation.
3. The Non-Profit Corporation Director will be an enthusiastic community builder who has utilized volunteer resources, management skills, communication skills; and the ability to negotiate, collaborate and foster inclusiveness among a wide range of people of diverse backgrounds.
4. Implement effective fundraising plans and sound fiscal management and planning, as well as oversee operating budget.
5. Create community partnerships and relationships to enhance services to the clients of the Houston Housing Authority.
6. Build and maintain professional relationships with other community service agencies.
7. Act as the agency's spokesperson in partnership with the President of the Board of Directors.
8. Maintain rapport with state, federal and local personnel by researching and analyzing regulations and legislation; responding to requests; providing information.

9. Improve quality results by studying, evaluating, and redesigning Corporation's positions; implementing changes.
10. Avoid legal challenges by complying with regulations and legislation.
11. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participation in professional organizations.
12. Other duties as assigned.

Qualifications and Knowledge:

1. A Bachelor's degree in Business, Public Administration, or a closely related field from an accredited college or university is required.
2. Five years experience in a highly professional position in the areas of public administration, business management, and/or finance, or an equivalent combination of education and experience.
3. Demonstrated record of accomplishment in managing budgets, operating plans, implementing growth strategies, managing and developing administrative staff and communicating with a board of directors.
4. Five years experience in technical writing using multiple resources, quantitative and qualitative research methodologies to capture and interpret information.
5. Experience communicating regular status to clients, superiors, and peers.
6. Ability to Influence others to take a point of view or conclusion by understanding their motivations.
7. Familiarity with issues of compliance for Non Profit Corporations for state, federal and local regulations.
8. Develops departmental policies, procedures, and work-flows.
9. Manages processes to monitor and to maximize performance.
10. Is self-assured and confident in a variety of settings. Has a strong belief in own capabilities.
11. Ability to develop and maintain strong rapport with clients.
12. Analyzes programs and policy and procedures manuals and recommends changes that will improve efficiency of operations and management. At the direction of the Vice President External Affairs, assists in preparing policy and procedures manuals for major programs if they do not exist.
13. Directs the development and installation of appropriate procedures and controls.
14. Performs special administrative projects and prepares special reports as directed by the Vice President External Affairs.
15. Considerable skills in operating computer equipment, software packages and general office machines.

16. Ability to delegate responsibility to others, communicate expectations clearly, and engender accountability.
17. Ability to establish and maintain effective and courteous relationships with employees and other business contacts.
18. Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
19. Bondability.
20. Valid Texas driver's license, or acquire one within 30 days of employment.
21. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

The employee receives instructions from the Vice President of External Affairs. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor for concurrence. The employee's work is reviewed occasionally for accuracy, completion, and compliance with policies and procedures.

The employee gives instructions to subordinates which are usually specific unless an unusual situation or problem has arisen. Non-Profit Corporation Director monitors the work of subordinate staff for accuracy, completeness, conformity to policy, and achievement of goals or objectives.

Guidelines:

The employee refers to Authority and HUD guidelines in performing work. These guidelines cover most job-related situations although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity:

The employee performs a moderate number of routine, and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks frequently have to be coordinated, integrated, and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra effort by the employee. Decisions regarding unusual circumstances may be made by the employee.

Scope and Effect:

The employee's work affects the Authority's housing programs and its residents. Successful accomplishment of management, financial, and data processing tasks by the employee can enhance the Authority's ability to provide housing that is decent, safe, and sanitary and adequate services for its residents.

Personal Contacts:

Most of the employee's contacts are with Authority employees, business firms, attorneys, residents, and contractors. Contacts are made to verify, give, obtain, clarify, or provide information. Contacts are also made to delegate, coordinate, advise, motivate, influence, justify, defend, negotiate or resolve matters or issues.

Physical Demands:

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment:

Work involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, cooled, lighted, and ventilated.