

115 Scranton Avenue
Falmouth, MA 02540



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www.falmouthhousing.org

JOB ANNOUNCEMENT

Assistant Executive Director– Salary Range: \$87,500 to \$ 93,200

The Falmouth Housing Authority in Falmouth, MA (Cape Cod) is seeking qualified applicants for the position of **Assistant Executive Director (full-time, 40 hrs./wk., Management Position)** – This is not a Remote/Telecommuting Position.

Minimum Job Requirements:

Four-year Bachelor's degree in Public Administration, Business Administration, or related field, and/or five (5) years of progressively responsible experience in public housing and/or Section 8 programs, Low Income Housing Tax Credit or residential property management, construction, contracting or maintenance. **Administration of HUD programs is a must.**

Responsibilities:

This position will oversee the operation of 222 Public Housing Units and approximately 425 Housing Choice Voucher/Section 8/FYI/Maintstream/Project-Based program vouchers or certifications, 308 Massachusetts State Units and approximately 35 Massachusetts state vouchers, as well as oversee public housing maintenance and modernization programs. Applicants must possess outstanding and proven management skills along with prior experience in HUD public housing and/or Section 8 programs. Experience in Low Income Housing Tax Credit, acquisition and development experience also preferred. The candidate must have comprehensive knowledge of the principles, practices, and materials used in residential property management, asset management, low income housing tax credits, building construction and maintenance; thorough knowledge of the building codes, ordinances, regulations and standards governing construction and maintenance of multifamily and single family housing, strong planning and organizational skills, and a strong sense of urgency, competitive and ambitious drive to get things done.

Contact:

Resumes will be reviewed on a rolling basis until the position is filled. Relocation expenses are not reimbursable. Please submit resumes to Bobbi Richards, Executive Director (brichards@falmouthhousing.org) or via delivery to:

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Falmouth Housing Authority is an Equal Opportunity Employer