



Executive Director Job Description

Summary

The Executive Director serves as the Chief Executive Officer of The Public Housing Authorities Director Association (PHADA); the Executive Director is a working leader who is actively engaged in daily operations. The incumbent is responsible for administering policy and budgetary directives of the PHADA Board of Trustees and the Executive Committee. The Executive Director works with the Board and staff in all functional areas including housing policy, membership, communications, professional development, budgeting, administration, contracting, procurement, and human resources.

Essential Duties and Responsibilities

- Oversees the day-to-day functions of the Association; leads, directs, and coaches staff; directs financial planning and management; builds and sustains relationships with key stakeholders, including community partners and government agencies; represents the Association to the public, media, and external partners; works closely with the President and Executive Committee, supports Board development and governance, provides regular updates; ensures compliance with legal, regulatory, and ethical standards across all aspects of operations.
- Oversees strategic planning and coordination of the association's programs, projects, and policy positions. Guides staff to achieve the implementation of strategic plan goals.
- Responsible for the supervision, hiring, evaluation and termination of employees, consultants, and contractors.
- Ensures staff receives timely and appropriate training and development.
- Oversees the development of, and adherence to, the annual budget.
- Exercises control over finances to the extent permitted by internal controls and bylaws. Issue checks for payment of PHADA obligations. Ensures internal controls and investments are in good order.
- Provides input and works with policy staff on PHADA's legislative and regulatory priorities.
- Represents the association in interactions with Congress, HUD and other organizations.
- Functions as a representative and spokesperson before other industry groups, HUD, Congress, the media, and the general public.
- Responds to inquiries about the association's activity from the media, general public, schools, governing entities, etc.
- Oversees and maintains responsibility for all aspects pertaining to the Association's annual meetings, workshops, webinars.
- Oversees and performs site selections for future conferences and hotel contract negotiations. Work with Meetings Director on hotel contracts, conference planning and educational content matter.



- Supervises all phases of work related to the Association's communications including newsletter, website, conference materials, social media, special publications, congressional correspondence, and testimony.
- Maintains and continues to develop the membership; explores and develops new member services. Collaborates with membership and communications staff on member messaging, outreach, and marketing.
- Performs other related duties assigned by the Board.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works efficiently and effectively to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges; actively assists others without formal/informal direction; possesses the capacity to learn and actively seeks developmental feedback; applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively; demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of PHADA; uses appropriate judgment & decision making in accordance with level of responsibility.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates; coaches and encourages the growth and development of subordinates.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients; accepts responsibility for actions and adjusts behavior as appropriate.



Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established expectations; performs work in a reliable manner that is both accurate and timely; ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work and does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of and strong commitment to PHADA's mission, vision, strategic plan, and organizational policies and programs.
- Unwavering ethical standards and integrity.
- Strong collaboration skills; team-oriented leadership style.
- Strong understanding of housing industry programs, products, and regulatory environment.
- Excellent financial acumen and the ability to manage budgets, operational costs, and resources effectively.
- Proven ability to drive operational efficiency and optimize systems and processes.
- Strong track record of managing and motivating cross-functional teams to achieve goals.
- Strong problem solving, analytical, and decision-making skills.
- High emotional intelligence, with the ability to build relationships and work collaboratively with diverse stakeholders.
- Excellent verbal and written communication skills.
- Willingness and ability to learn new skills and technologies.

Education and/or Experience

Bachelor's degree and strong knowledge of housing industry programs required; advanced degree in public administration, nonprofit management, law, urban planning and development, or related field is preferred. A minimum of ten (10) years of experience in a senior operational leadership role, preferably in a professional association, public agency, or non-profit setting. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate. This is an on-site, hybrid position, located in Washington D.C.

Travel Requirements: Occasional travel, including out-of-state travel, is required. This includes attendance at PHADA conferences and events, as well as participation in various state and regional association conferences, which may involve presenting and typically occur at specific times throughout the year.

Benefits and Compensation

PHADA offers a generous slate of employee benefits that includes medical, dental, life and long-term care insurances, 401(k) with employer contribution, profit sharing, paid time-off, and paid holidays. The annual salary range for this position is between \$250,000 and \$300,000 commensurate with experience; this position is also eligible for performance-based bonuses.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]