



JOB ADVERTISEMENT

**Executive Director
Full Time, Exempt**

JOB SUMMARY

Direct, oversee and manage all Tribal, HUD, Tax Credit and Permanent Supportive Housing operations and activities of the Warm Springs Housing Authority (WSHA). Manage WSHA in compliance with applicable tribal law, WSHA policy and other applicable rules and regulations. Prepare annual budget and necessary reports for the various housing projects. Implement grant work to complete projects as proposed in grant applications. Seek and apply for additional funding to expand or improve housing on the Warm Springs Reservation.

ACCOUNTABILITY

Relationships:

Maintain good relationships with staff, customers, vendors and all those involved in WSHA operations.

Successful performance requirements:

Communicate effectively in written and verbal form, complete all assignments accurately and timely. Maintain compliance with all applicable policies and programs to ensure continued eligibility with grants & contracts. Includes preparation of annual Indian Housing Plan, Annual Performance Report(s), and other required documentation. Participate and assist with annual audit procedures.

QUALIFICATIONS & REQUIREMENTS

Education & Experience:

Bachelor Degree in Business Administration or related field. Five years' experience in the housing field. Five years supervisory experience. No felony convictions on record and no misdemeanor convictions within one year of application date.

Must have a valid Oregon Drivers License.

Salary

\$85,000+ per year, DOE (negotiable)

**Applications submitted to: Warm Springs Housing Authority
Attention: Celeste White**

**Applications can be picked up at the WSHA office, or you can apply online
at: www.wshousing.org/employment-opportunities**