



**Position Title:** Executive Director

**Accountable To:** GVRHA Board of Directors

**Status:** Full-time Non-exempt

**Overview:**

The mission of the Gunnison Valley Regional Housing Authority (GVRHA) is to advocate, promote, plan and provide a long-term supply of desirable and affordable housing in Gunnison County in order to maintain a well-rounded community. We are a multi-jurisdictional Housing Authority created and supported by Gunnison County, the City of Gunnison, the Town of Crested Butte, and the Town of Mt. Crested Butte.

The Executive Director is hired by the Board of Directors and works directly with the County and Municipalities on planning, outreach, and implementation of affordable housing. They oversee a budget of over \$900,000 and a staff of four. Principal responsibilities include leading the day-to-day operations of GVRHA programs, collaborating with the Board for strategic planning, managing staff, property management, board and community relations, community leadership on housing issues, as well as fundraising, budgeting, and financial management.

**Principal Responsibilities:**

- Provide leadership for the administration and implementation of all GVRHA programs, initiatives, and partnerships in the Gunnison Valley.
- Be responsible for all aspects of the financial management of GVRHA and implement strategies to increase revenues and reduce expenditures.
- Assume responsibility for the recruitment, professional development, evaluation, and day-to-day management of GVRHA staff.
- Coordinate with jurisdictional partners and local non-profits to support their housing efforts and the delivery of affordable and workforce housing.
- Handle public relations, advocacy efforts, and policy recommendations for GVRHA.
- Provide development consulting to community housing projects.
- Research and implement new housing related programs and opportunities that benefit Gunnison County residents.
- Direct all management activities for properties owned and managed GVRHA.
- Oversee compliance for HUD, LIHTC, CHFA and other subsidized housing programs.
- ~~Supervise? Administer~~ deed-restriction compliance monitoring and enforcement.
- Supervise GV-HEAT program work and development.
- Coordinate with other housing assistance providers and leaders, and be knowledgeable about available housing assistance programs, criteria and application process.

**Desired Qualifications:**

- Several years of director-level oversight in a nonprofit or housing environment providing supportive services and working with housing programs, or related experience in social services, real estate office management, eligibility determination, legal work, collections, property management, or mortgage/title work.
- Experience with rental and for-sale housing development projects including but not limited to engagement and familiarity with HUD, USDA, CHFA, DOLA and LIHTC housing finance.





- Expert communication and interpersonal skills to work effectively with clients of diverse backgrounds and language proficiencies in one-to-one and small group situations.
- The ability to communicate with a variety of external representatives, such as property owners, elected officials, developers, media, and the general public.
- Literacy in Microsoft Office (Excel) and property management and reporting software
- Ability to acquire, process and utilize comprehensive programmatic information, including but not limited to eligibility, various program objectives and activities, goal attainment, record keeping, reporting and documentation requirements.
- Highly self-motivated and able to effectively manage, ~~and~~ inspire, and work collaboratively with a team.
- Creative and practical; possessing strategic problem-solving skills.
- Willing to work evenings and flexible hours.
- Must have a valid State of Colorado driver's license, current vehicle insurance coverage and access to vehicle with the ability to travel between Gunnison and Crested Butte as needed.
- Bilingual (Spanish) abilities a plus.

#### **Physical and Visual Activities:**

Ability to interpret, evaluate, and communicate detailed written or verbal instructions to others accurately and quickly, including answering phones, attending meetings, written correspondence or other forms of communication. Ability to communicate effectively (expressing or exchanging ideas by means of the spoken or written word). This skill/ability is important in work activities in which workers must impart or receive detailed information through oral or written communication. Ability to lift, push, pull or carry up to 15 pounds for the dissemination of documents, supplies, materials, etc. to various locations throughout the office/facility.

#### **Hiring Range**

\$120,000/year

#### **Employment Benefits**

- 75% Employer paid Health, Vision, and Dental Insurance
- 3% Match Retirement Contribution
- 3 weeks paid vacation
- 12 paid holidays per year
- Access to company work vehicle

#### **Apply**

Interested applicants can send a resume and cover letter explaining applicant qualifications for this position to our \_\_\_\_.

