HOUSING OPPORTUNITIES of SW Washington

Connecting people to homes, hope and opportunity. ***Jennifer Westerman, CEO***

POSITION TITLE:	**Deputy Executive Director**
DEPARTMENT:	**Executive**
SUPERVISOR:	**CEO**
SALARY:	**Grade U, $150,000.00 - $179,107.84 /Year**
FLSA STATUS:	**Exempt**
HOURS:	**8:00 – 5:00, Monday – Friday, Flexible**
LOCATION	**Longview, WA; Some Remote Possible**

POSITION OVERVIEW:

The Deputy Executive Director serves as a key member of the Executive Leadership Team and functions as the agency's senior operational leader. Under the general direction of the Chief Executive Officer (CEO), this position provides executive leadership in the planning, coordination, administration, and oversight of Housing Opportunities of SW Washington's programs, operations, services, strategic initiatives, and organizational performance. As a principal executive partner to the CEO, the Deputy Executive Director gains broad exposure to all aspects of agency leadership, governance, financial stewardship, Real Estate Development and strategic decision making.

The Deputy Executive Director is responsible for ensuring agency-wide operational excellence through oversight of the Rental Assistance Division, Asset Management Division, Property Management and Maintenance Operations, Compliance activities, and Supportive Services programs across five entities and four counties. The position translates Board and executive priorities into effective operational strategies, promotes organizational accountability, and ensures the efficient delivery of housing and supportive services throughout the agency's service area.

The Deputy Executive Director exercises significant independent judgment and decision-making authority, develops organizational leadership capacity, oversees agency-wide initiatives, and serves as Acting Chief Executive Officer during periods of CEO absence or as delegated. The role provides a unique opportunity for an accomplished leader to broaden executive experience and contribute to the long-term leadership continuity and success of the organization.

The position is characterized by a high degree of leadership, responsibility, strategic thinking, initiative, diplomacy, and commitment to the mission of providing affordable housing opportunities and supportive services throughout Southwest Washington. The ideal candidate possesses the vision, collaborative leadership style, real estate development experience and executive presence necessary to assume increasingly complex organizational responsibilities and help guide the future direction of the agency.

RESOURCES INFLUENCED:

- HOSWWA Annual Operating Budget $23 million
- JPCHA Annual Operating Budget $1.7 million
- Total HOSWWA Assets $19.1 million
- Total JPCHA Assets $30.7 million
- Total Employees 60+

JOB DUTY OUTLINE:

1. Executive Leadership and Agency Operations
    a. Assisting the CEO in developing and implementing agency-wide strategic goals, initiatives, policies, and organizational priorities.
    b. Translating strategic objectives into measurable operational plans and performance expectations.
    c. Monitoring organizational performance and key performance indicators across assigned functions.
    d. Providing leadership and direction to ensure alignment between agency goals, departmental activities, and Board priorities.
    e. Identifying operational challenges, organizational risks, and opportunities for organizational improvement.
    f. Leading agency-wide initiatives and special projects as assigned.
    g. Ensuring continuity of operations and executive decision-making during periods of CEO absence, Serving as Acting Chief Executive Officer when designated.
    h. Assisting with Board reports, strategic planning efforts, policy recommendations, and organizational initiatives.
    i. Promoting collaboration and communication among departments to achieve agency objectives.
    j. Participates in the Real Estate Development process representing operations.
2. Department Oversight—Position provides direct supervision for Rent Assistance, Property Management, Property Maintenance, Asset Management, Compliance and Business Analyst:
    a. Directing and coordinating operations through directors, managers, and professional staff.
    b. Establishing performance standards and service expectations.
    c. Monitoring operational outcomes, utilization rates, customer service metrics, compliance indicators, and department performance.
    d. Ensuring compliance with HUD regulations, funding requirements, agency policies, and applicable laws.
    e. Promoting operational efficiencies and continuous improvement initiatives.
    f. Supporting department leaders in achieving strategic objectives and organizational goals.
    g. Addressing barriers to performance and facilitating effective cross-department collaboration.
    h. Encouraging innovative approaches to service delivery and operational excellence.

3. Strategic Planning and Organizational Development
    a. Participating in strategic planning and agency goal-setting initiatives.
    b. Evaluating organizational structures, systems, and processes to improve performance.
    c. Supporting leadership development and succession readiness throughout the organization.
    d. Identifying opportunities for organizational growth, efficiency, and innovation.
    e. Assisting with change management initiatives and implementation of major organizational priorities.
    f. Developing recommendations for policy, operational, and organizational improvements.
    g. Supporting the development of future leaders within the organization through mentorship and coaching.
4. Supportive Services and Community Impact
    a. Supporting programs that promote housing stability, self-sufficiency, homeownership opportunities, and resident success.
    b. Direct oversight of the homeless Veteran program and other supportive services.
    c. Fostering partnerships with local governments, educational institutions, healthcare organizations, nonprofit agencies, and community stakeholders.
    d. Supporting development of new service initiatives and grant-funded opportunities.
    e. Monitoring program outcomes and ensuring services align with agency goals and community needs.
    f. Advancing innovative approaches that enhance resident and community outcomes.
5. Organizational Leadership and Staff Development
    a. Creating and maintaining a positive, collaborative, and productive work environment.
    b. Directly supervising assigned directors, managers, and senior professional staff.
    c. Providing coaching, mentorship, and professional development opportunities.
    d. Conducting performance evaluations and addressing employee performance issues as appropriate.
    e. Supporting workforce development and leadership capacity-building initiatives.
    f. Promoting accountability, professionalism, innovation, and exceptional customer service.
    g. Collaborating with Human Resources regarding recruitment, succession readiness, employee engagement, and leadership development strategies.
    h. Ensuring compliance with personnel policies, labor regulations, and workplace safety requirements.
6. Community Relations and External Affairs
    a. Developing and maintaining collaborative relationships with local governments, housing partners, service providers, community organizations, and regulatory agencies.
    b. Participating in industry associations, regional housing initiatives, and professional organizations.
    c. Supporting public outreach, community engagement, and strategic communication efforts.
    d. Presenting information to community groups, governing bodies, stakeholders, and partner organizations.
    e. Assisting the CEO in cultivating and maintaining strategic partnerships.
    f. Promoting the agency's mission, programs, and accomplishments throughout the communities served.

7. Budget, Compliance and Risk Management
    a. Collaborating with the CEO and Finance Department in budget development, forecasting, and resource allocation.
    b. Monitoring organizational performance and operational efficiency.
    c. Identifying operational, compliance, liability, and organizational risks.
    d. Supporting agency readiness for audits, management reviews, inspections, and regulatory assessments.
    e. Reviewing contracts, policy changes, and major initiatives as assigned.
    f. Ensuring organizational practices support compliance with federal, state, and local requirements.
    g. Providing executive leadership continuity related to financial operations during periods of CEO absence.
8. Board Relations and Executive Support
    a. Assisting the CEO with Board communications, presentations, and strategic initiatives.
    b. Participating in Monthly Board meetings and committee meetings as directed.
    c. Preparing reports, analyses, studies, and recommendations for executive and Board review.
    d. Supporting organizational planning and implementation of Board-approved priorities.
    e. Developing familiarity with governance, public-sector administration, and organizational leadership practices.
    f. Keeping the CEO informed regarding significant operational matters, emerging issues, and strategic opportunities.

SKILLS AND ABILITIES:

1. Ability to read, interpret, and apply state, federal, and local regulations, including a working knowledge of state and federal housing programs, laws, regulations, policies, and procedures.
2. Ability to formulate policies, develop and administer budgets, negotiate and administer contracts, formulate program plans with objectives, and prepare and present reports and budgets.
3. Thorough knowledge of property development principals including financing, design, construction techniques and practices, and project management.
4. Demonstrated ability to advance organizational priorities through effective execution of strategic initiatives.
5. Ability to translate strategic objectives into actionable plans and measurable results.
6. Ability to align daily operations and decision-making with the organization's strategic goals, mission, and vision.
7. Ability to collaboratively create a harmonious working environment, provide direction, ensure accountability, and motivate others to achieve and overcome barriers.
8. Ability to assess opportunities and mitigate strategic risks while monitoring progress and making timely course corrections.
9. Ability to establish effective working relationships with employees, clients, local and state officials, and the general public.
10. Ability to effectively work with policymakers and government agencies to educate and influence policy.

11. Strong and effective leadership and supervisory skills.
12. Strong decision-making, organization, time management, and delegation.
13. Excellent written and verbal communication skills, including a comfort with public speaking.
14. Ability to effectively utilize computers and related software, printers, photocopiers, and telephones (landline and cellular).

QUALIFICATIONS (Education/Experience):

1. Education: Minimum of a Bachelor's Degree in Business Administration, Public Administration, Financial Management, Housing Management, Community Development or related field; or equivalent experience.
2. Seven (7) years of progressively responsible management experience, including responsibility for multiple programs, departments, or functional areas.
3. Five (5) years of experience supervising professional, managerial, or leadership-level staff.
4. Demonstrated experience in organizational leadership, strategic planning, program administration, operational management, budget oversight, and policy implementation.
5. Demonstrated ability to lead complex organizations, manage competing priorities, and make sound decisions in a dynamic environment.
6. Experience working with federal, state, local government, nonprofit, public sector, affordable housing, community development, human services or related programs.
7. Housing Authority experience is preferred but not required.
8. Significant experience working with housing or community development and local, state, and federal grants.
9. Experience serving the needs of diverse communities and special needs populations.
10. Preference for experience with successfully raising funds.
11. Equivalent combinations of education, training, and experience may be considered.
12. Must have a valid Washington State Motor Vehicle Operators License with fully insurable driving record and current auto insurance.
13. Must pass a background check.
14. Must be eligible to work in the United States.

BENEFITS DESCRIPTION:

HOSWWA offers employees and their eligible family members the option to enroll in medical, dental, vision, and/or supplemental life insurance. Employees are also covered by Basic Life and Accidental Death and Dismemberment and Long-Term Disability insurance.

All HOSWWA employees are members of the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS). Employees may also contribute funds to Deferred Compensation Program (DCP), a 457(b) supplemental retirement savings plan run by the DRS.

Employees receive 14 paid holidays per year, paid sick leave accrual at a rate of 8 hours per month, and, following 90 days' orientation, paid annual leave starting at 56 hours per year.

Other benefits include an Employee Assistance Program (EAP) and access to student loan forgiveness through Public Service Loan Forgiveness (PSLF).

WORKING ENVIRONMENT:
This position functions primarily in an office environment. Work outside the office will include meetings throughout the jurisdiction, state, and nation, and visits to housing construction sites and other facilities owned or under the control of the Housing Authority.

PHYSICAL: While performing the duties of the position, the employee is frequently required to sit, stand, stoop, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility, manual dexterity, and coordination including operating equipment such as a computer, calculator, and other standard office equipment. Requires the physical ability to operate a motor vehicle and travel on a regular and ongoing basis to local, regional, and nationwide sites and meetings. Traveling often includes driving within the local, state, and regional area in order to attend meetings and/or inspect properties. Requires the ability to physically access raw land, construction sites, and/or existing housing and buildings, possibly on rough terrain, in order to conduct preliminary and ongoing inspections. Units may be multi-storied without access to an elevator or situated far from parking areas. May have potential exposure to various environmental conditions.

EQUAL OPPORTUNITY EMPLOYER:
All qualified applicants are welcome without regard to gender, gender identity or gender expression, sexual orientation, race, ethnicity, or cultural identity, national origin, religion, age, veteran status, genetics, or disability. We encourage minorities, LGBTQ, veterans, and individuals with disabilities to apply.

ORGANIZATION CHARACTERISTICS:
Housing Opportunities of SW Washington is a public organization created under the Housing Authorities Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility includes: Cowlitz, Lewis, Pacific, and Wahkiakum Counties. HOSWWA administers various federal housing programs, locally owned properties, and Section 8 Housing Assistance Payments Programs. It also owns and manages federally funded USDA Rural Rental Multi-Family Housing, Low Income Housing Tax Credit Projects; Veterans Administration Programs and operates several programs designed to expand affordable housing opportunities. In addition, HOSWWA is the administering agency for Joint Pacific County Housing Authority (JPCHA) and the CEO of HOSWWA serves as the Executive Director of JPCHA.