



JOB POSTING

EXECUTIVE DIRECTOR

The Louisiana Housing Corporation (LHC) is seeking highly qualified and motivated applicants for the position of Executive Director. The LHC Executive Director will direct and supervise all administrative, financial, programmatic, and general management activities of the organization; establish and execute a statewide housing policy, manage a large network of internal and external relationships, and ensure the financial sustainability and viability of the agency.

Our Mission

The mission of this Corporation is to increase substantially the availability of affordable, accessible, decent, safe, and sanitary residential housing in this state, and said housing being in compliance Title II of the American with Disabilities Act 42 U.S.C. §12131 et seq., the Fair Housing Act, 42 U.S.C. §3601, and Section 504 of the Rehabilitation Act 29 U.S.C. §794 for persons and families of low or moderate income, senior citizens, and persons with disabilities, by encouraging private enterprise and investors to sponsor, build, and rehabilitate residential housing for such persons and families; to coordinate housing programs administered by the state or its agencies and instrumentalities; to make available additional financial resources and technical skills in local communities; to mobilize the capacity of the private sector, including non-profit community housing development organizations to provide a more adequate supply of such housing; to provide state leadership in the furtherance of these goals as an instrumentality of the State of Louisiana by coordinating and directing a statewide policy regarding funds for residential housing in order to assure that such housing remains available and affordable for the population described above.

Responsibilities of the Executive Director of the LHC include:

- Attend all Board meetings, assist in preparing Board meeting agendas, keep records of the proceedings of the Board, and maintain all books, documents, and papers filed with the LHC.
- Implement and supervise the conduct and marketing of the LHC's programs, including but not limited to:

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- The Single Family Program, in which the LHC issues bonds and uses the proceeds to purchase loans (or mortgage-backed securities evidencing such loans) for low- and moderate-income persons/families, originated and serviced by private lenders.
 - The Low Income Housing Tax Credit Program under which the LHC administers the allocation of federal income tax credits to developers of multifamily rental housing for lower-income persons and monitors federal tax law and LHC plan compliance.
 - The administration of Section 8 rental subsidy contracts on behalf of the federal Department of Housing and Urban Development.
 - The administration of HOME Funds through LHC's Restore Share Grant Program, Rehab Louisiana Share Grant Program, Tenant Based Rental Assistance, and the Home Rental Housing Program.
 - The administration of Weatherization Assistance and Low Income Energy Assistance with funds provided by the U.S. Department of Energy.
 - HUD's Mark-to-Market and Risk Sharing Program.
 - Federal Community Development Block Grant funds allocated to the state and administered by LHC.
 - The administration of Louisiana Housing Authority (LHA) and all separate programming operated under the LHA.
 - Other programs in which the Board of Directors of the Corporation chooses to participate.
- Work with Board of Directors to develop the LHC five-year strategic plan.
 - Manage the LHC staff, including submitting a staffing plan to the Board for its approval.
 - Manage the organization's infrastructure including planning, finances, use of technology, program development and evaluation, and human resources.
 - Manage the overall operation of LHC's facilities and equipment.
 - Establish and oversee training programs for staff that promote professional development.
 - Pursue and incorporate additional revenue sources through a variety of options made available through the operation of state and/or federal programs consistent with the mission statement of the LHC.

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- Report to the Board at such times and with respect to such matters as the Board may request.
 - Oversee the preparation of the annual LHC budget and submit it to the Board for approval.
 - Coordinate the LHC's programs with other federal (especially HUD), state, and local agencies.
 - Develop and maintain strong relationships with the state legislature and Governor's office.
 - Develop and maintain strong relationships with the real estate lending and development industries.
 - Represent LHC at public meetings and the National Council of State Housing Agencies (NCSHA) meetings.
 - Structure and implement bond issues with investment bankers and legal advisors to access the national capital markets.
 - Consult with the Board on the development and implementation of the LHC's investment policy.
 - Consult with the Board on the development and implementation of ideas and concepts designed to provide a coordinated approach and clear statewide policy regarding residential and multi-family housing.
 - Keep informed of trends, issues, events, and developments within the affordable housing community through professional peer contacts, conference attendance, etc.

Required Knowledge and Skills

- Knowledge in directing, supervising, and coordinating administrative, financial, and human resources, purchasing, and information technology tasks and services.
- Knowledge of the principles and practices of public administration particularly in relation to community and housing services and resources, human service delivery systems, grant administration, facilities/office procurement, and intergovernmental relations.
- Skilled in providing expertise in applying program evaluation methodologies and complex problem-solving techniques.

- Ability to develop innovative approaches to the resolution of community and housing problems.
- Excellent interpersonal, time management, and project management skills.
- Skilled in analyzing, problem solving, and decision-making, as well as communicating and expressing ideas effectively both orally and in writing.
- Ability to establish and maintain effective relationships with internal and external customers.
- Knowledge of contract and grant processes and compliance.
- Skilled at drafting and implementing policies and procedures and internal controls.
- Proficient computer skills, including at a minimum, Microsoft Office products including Word, Excel, Outlook, and PowerPoint.

Education, Experience, Certifications, and Licenses

Bachelor's degree in public administration, business or related field, and six years of supervisory and/or managerial experience in directing administrative functions or housing programs. Other combinations of education, experience, or training may be considered in substitution for the minimum requirements. Familiar with Louisiana's affordable housing challenges, or experience with urban and rural housing challenges is preferred.