



NAVAJO HOUSING AUTHORITY

Chief Executive Officer (CEO)



The CEO:

- Manages and directs the Branch Offices to include strategic planning and implementation; prioritizing and assigning work with high quality output and productivity; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures and maintains a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Provides direction and guidance to all NHA departments, which may include budget administration, strategic planning, human resources, and/or other related areas; and evaluates performance of assigned NHA departments, program categories and/or services to ensure prompt, efficient and effective service delivery; execute policies and provide recommendations for continued improvement.
- Develops and manages the NHA budget including allocating resources and approving expenditures; guides the effective and proper use of budgeted funds in strict accordance with NHA policies and federal regulations. Ensures the financial health of the Authority to apply for public and private funds and supplement declining operating subsidies and income.
- Provides strategic leadership and direction to the Department Directors and Branch Officers through overseeing the development and administration of policies, procedures, programs, goals and objectives.
- Leads and confers with the Board of Commissioners to address the needs of the Authority; prepares recommendations and/or responds to inquiries and requests for information.
- Responsible for maintaining effective and a political relationship with the Navajo Nation Executive and Legislative Branches, the general public and Board of Commissioners.

QUALIFICATIONS

- Minimum qualifications include a Master's Degree in Business or Public Administration
- Ten (10) years of progressively responsible executive management and leadership experience in the areas of residential housing development, business administration and organizational management;
- Qualifying experience must be at the Executive level reporting directly to an appointed governing body in a large organization of 375 employees or more; and an annual operating budget of \$50 million;
- Five (5) years working directly with Federal agencies at the Washington level and under congressional and local tribal processes is strongly desire;
- Five (5) years or more as a Contract Officer managing contracts over \$5 million strongly desired;
- Housing management experience preferred. Demonstrate ability to perform each of the following essential and basic responsibilities must be shown in application materials.

The Navajo Housing Authority is seeking a unique leader and executive stakeholder to:

- Cohesively work and serve under the direction of the Board of Commissioners who are committed to excellence and integrity.
- Continually focus on the goals and objectives in providing homes for eligible Navajo families
- Provide excellent professional leadership, organizational guidance and staff development.

COMPETITIVE COMPENSATION AND BENEFITS

The annual salary is negotiable and supplemented by a comprehensive benefit program including:

1. Retirement: Dollar for dollar employer match to a 401K account based on years of service, ranging from 2% to 10%.
2. Health Insurance: Medical, dental, and vision insurance plans with a very low employee cost-share for premiums.
3. Paid Time Off hours accrued annually
4. Holiday pay

Navajo Housing Authority

Since 1963, NHA has been building sustainable, quality homes to the eligible families within the Navajo Nation. NHA employs over 375 staff work to fulfill its mission. NHA annually is awarded \$80 - \$90 million in federal grant funding, and to date it has spent over \$1 billion towards housing projects. NHA currently manages 8,500 housing units, plus an additional 2,000 units funded through sub-recipients.

The Board of Commissioners serves as the legislative body for NHA under the oversight of the Resources Development Committee of the Navajo Nation Council. The organization's Guiding Principles are People Excellence, Pride in NHA and Dine' Traditional Values, Customer Service Excellence, Self-Sufficiency, Sustainable Housing and Community Stewardship, and Economic Growth and Financial Stability.

APPLICATION REQUIREMENTS AND SELECTION PROCESS

The final submission date is **Friday, June 9, 2023.**

To be considered for an exceptional opportunity, please submit an electronic version of your resume to include month/year for employment duration, number of staff supervised, budget amount responsibility or funding oversight, a cover letter, and the names, address, and phone numbers of **four** (4) current/former supervisors, 2 from direct reports, and two colleagues, please identify and submit to: rhubbell@hooghan.org

For candidates to qualify for Navajo Preference, a Navajo Certificate of Indian Blood form is to be submitted. For Veteran's Preference DD-214 Form is required.

For more information contact:
NAVAJO HOUSING AUTHORITY
Human Resources Department
(928) 729-6616
Email: rhubbell@hooghan.org