Mental Health Association Oklahoma (MHAOK) is seeking an **Executive Director of Housing** to oversee our housing portfolio and related programs to prevent homelessness, maintain and expand stable housing. The Executive Director of Housing is responsible for the success of Housing operations, including fundraising, program development, fiscal management, and stakeholder relations. This executive-level position requires a dynamic individual to provide strategic leadership, direction, and management for Housing operations. Successful performance of the work requires knowledge of public policy, housing policy and programs, capital raising, experience in public private partnerships and the ability to develop, oversee and implement projects and programs in a variety of areas. MHAOK owns and operates multifamily and 24-hour housing facilities. This position will be responsible for the oversight of the entire housing portfolio and division.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Provide visionary leadership in the development and implementation of strategic plans and policies preservation of affordable or mixed-income housing projects. Ensure alignment with the organization's mission and objectives.
* Plan, coordinate, and execute capital fund raising initiatives, including grant applications, and donor cultivation. Identify and pursue new funding opportunities, partnerships, and revenue streams to ensure the financial sustainability of the organization.
* Oversee the development, implementation, and evaluation of programs and services. Monitor program effectiveness and make recommendations for improvements or changes as needed.
* Provide visionary leadership to inspire and motivate staff, volunteers, and stakeholders toward the achievement of organizational objectives. Oversee the management of housing team employees, ensuring adherence to company policies, procedures, and performance standards.
* Responsible for ensuring compliance with all local, state, and federal laws and regulations including accurate and timely reporting on the status of properties and programs.
* Cultivate and maintain positive relationships with key stakeholders, including donors, volunteers, community partners, industry regulators, and government agencies.
* This position works closely with the Association’s executive leadership team to ensure effective operations, administration, planning, and information dissemination.
* Working closely with Housing Committee and Association staff to identify and promote long-range strategies for all programs under Housing Development and Operations.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Bachelor’s degree in business administration, Real Estate, or related field. Master’s degree preferred.
* Minimum of 10 years of experience in property management, with at least 5 years in an executive-level role.
* Demonstrated experience in management and operations of affordable housing and all regulatory requirements, including using state, federal and private capital sources of funding.
* Demonstrated experience in Community Planning and Development.
* Works well in a team environment; initiative-taking; results oriented; ability to multi-task and ability to delegate, as necessary.
* Demonstrated experience working with various homeless or other extremely low-income populations preferred.
* Strong financial acumen and experience in budget management.
* Strong oral and written communication skills, including people skills.
* Proficient PC skills including word processing and spreadsheet applications including Microsoft Word, Access, Excel, PowerPoint. Property Ware and Net Suite experience preferred.
* Excellent analytical and problem-solving abilities.

**WORK CONDITIONS & PHYSICAL DEMANDS:**

* Work is performed in climate-controlled office setting, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is unlikely.
* Noise level is moderate and includes sounds of normal office equipment (printers, fax machine, phones, etc.)
* No environmental hazards are encountered in normal performance of job duties.
* Work requires a flexible work schedule due to internal and external meetings. Occasional travel may be required; must have reliable transportation.
* Ability to effectively communicate orally and in writing.
* Physical ability to move 25 pounds occasionally.
* Visual and auditory ability to identify and respond to environmental and other hazards of the site and staff behavior.
* Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
* Ability to safely and properly use office equipment.

Employee Date

**APPROVALS:**

Human Resources: Date