

Chief Housing Officer (CHO) Recruitment Notice

Norfolk Redevelopment and Housing Authority
Human Resources
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About NRHA Founded in 1940, the Norfolk Redevelopment and Housing Authority (NRHA) provides low-income families in Norfolk, Virginia with safe and well-maintained housing. It also plans and administers large-scale residential redevelopment programs within Norfolk.

NRHA is an award-winning public housing authority and is designated by the Department of Housing and Urban Development (HUD) as a high-performer for its assisted housing programs. NRHA has been effective in obtaining private investment partners to fund new neighborhoods; improving low-income public housing; planning and building mixed-income communities; and offering programs that support residents receiving rental assistance on their path to self-sufficiency. NRHA aims to create and apply meaningful – perhaps revolutionary – programs to serve all residents of Norfolk, Virginia.

NRHA looks for people who want to work in a challenging and progressive environment and make a positive difference in the community.

About the Position NRHA seeks qualified candidates for the position of **Chief Housing Officer (CHO)**. The position provides executive direction to the Housing Operations division, which includes all NRHA-managed public housing communities, NRHA-owned private and tax-credit rental properties, rental assistance programs such as Housing Choice Vouchers and Project-Based Vouchers, occupancy and income eligibility determinations, and facility management operations. The position will oversee a strategic realignment of NRHA's public housing functions to both assure compliance with HUD mandates and build sustainable mixed-income communities. This is a senior management position that reports directly to the Executive Director.

Key responsibilities include:

- Directing strategic public housing initiatives, including asset management compliance, mixed-income housing and mixed-use development, homeownership support, and realignment of conventional resident services.
- Developing and implementing a comprehensive property management process for a public housing portfolio of six large-scale communities, six midrise communities, and other housing properties comprising over 4,000 rental units.
- Developing, implementing, and maintaining a comprehensive Housing Choice Voucher (HCV) program for over 2,900 voucher holders.
- Participating in the planning and administration of large-scale housing redevelopment initiatives.
- Overseeing the effective and efficient operation of ancillary housing services, including the Housing Choice Voucher, facilities management, inspection, and homeownership programs.
- Securing both governmental and non-governmental financing, and assuring budget and legal compliance for division operations.
- Negotiating terms and conditions of agreement with government representatives, investors, partners, and contractors.
- Leading divisional, cross-divisional, and project teams to achieve housing and client service objectives.
- Assisting in planning and executing mixed-finance housing initiatives.
- Overseeing the administration of Project-Based Voucher (PBV) programs.
- Aligning and developing a staff of over 100 division employees to achieve organization and division objectives.

- Representing the organization before government officials, political agencies, community groups, investors, public housing residents, businesses, news media, the general public, employees, and others.

About the Ideal Candidate The ideal candidate will have

- Ten to fifteen years of progressively responsible experience in public and assisted housing, including experience in Housing Choice Voucher/Section 8 programs.
- A bachelor's degree in public administration, business administration, or a related field; a master's degree is preferred.
- Progressive managerial experience to include experience in directing multiple levels of a diverse workforce.
- Comprehensive knowledge of HUD rules, regulations, and reporting and compliance requirements.
- Experience in:
 - managing Low-Income Housing Tax Credit (LIHTC) housing; candidates who also have experience in managing housing developed through a variety of housing financing programs will be preferred.
 - managing a diversified property portfolio and enhancing property asset values.
 - administering mixed-finance housing projects.
 - applying for and obtaining project financing from government and non-government funding sources.
 - leading division, cross-functional, and project teams to achieve strategic objectives.
 - obtaining partnerships with other government entities, private-sector entities, community groups, and others to achieve strategic objectives.
 - change management, to include analyzing organizational and program effectiveness and altering jobs, organization structure, and procedures.
 - presenting information both verbally and in writing to different audiences.
- Proficiency in the use of standard Microsoft Office software applications.

NRHA offers a competitive compensation and benefits package.

Relocation reimbursements considered.

How to Apply Interested candidates must complete an online application at www.nrha.us. Click on the *Employment* tab, select *Job Postings*, and then click on the listing entitled *Chief Housing Officer (CHO)*. Follow the instructions provided to complete the application and attach a resumé.

Those candidates who are selected for interview will be contacted directly by telephone. All other candidates will receive an email communication after the position is filled.

NRHA is an Equal Opportunity Employer.