

## POSTING

### Full-Time Executive Director

Summit Housing Authority  
512 Springfield Avenue  
Summit, New Jersey 07901

**Summit Housing Authority (SHA)** is a public non-profit organization, incorporated in the state of NJ, whose mission is to provide safe, affordable and attractive housing to low- and moderate-income families and seniors. In 2017, SHA converted its funding from public housing assistance to RAD (Rental Assistance Demonstration) long term project-based Section 8 contracts.

SHA is searching for a full time Executive Director to provide essential leadership in advancing the SHA's strategic direction and workplace culture. The position reports to the Board of Commissioners.

The Executive Director has general supervision over the administration of the SHA's business and affairs, subject to the Board, and is responsible for hiring and supervising its employees.

This position is responsible for the operation of SHA's properties in Summit at Glenwood Avenue (40 family units), Weaver Street (30 family units), Chestnut Avenue (125 senior units) and Russell Place (2 family units).

There is a probation period of six months from the start of regular employment. Employment can be terminated without cause at any time during this period.

#### **Required Qualifications**

1. A baccalaureate or advanced degree from an accredited four-year college or university in public administration, social science, or other appropriate program, such as urban planning, community development, finance, or business administration
2. At least five years' experience in public administration, public finance, real estate management, or other similar professional employment appropriate to the management of multifamily housing units or redevelopment projects, two years of which shall have been in a supervisory or administrative capacity (Attainment of a masters' degree in an appropriate program may be substituted for two years' experience.)
3. Completed NJ Department of Community Affairs Executive Director training courses

#### **Required Knowledge Skills and Abilities**

- Extensive knowledge of applicable national, state, and local rules, regulations, statutes, policies, and procedures on public housing

- Strong knowledge and experience with RAD
- Excellent customer relations skills
- Organizational and problem-solving skills
- Ability to multi-task and prioritize responsibilities
- Ability to communicate and interact appropriately with the public, applicants, residents, and staff
- Ability to work effectively with others
- Knowledge of various types of electronic and/or manual recording and information systems used by the Department of Housing and Urban Development, the office, or related units
- Excellent knowledge of technology: word processing tools and spreadsheets (Microsoft Office and Google Suite), calendar, e-mail, database software

**Additional Working Conditions**

- Requires availability to work beyond normal workday
- Frequent visits to various Summit housing locations
- Valid driver’s license and automobile

**Compensation and Benefits**

Salary Commensurate with education and experience

Benefits: • 401(k) • Dental insurance • Employee assistance program • Health insurance • Life insurance • Paid time off • Retirement plan • Vision insurance

**To Apply**

Qualified applicants should forward their cover letter, resume and salary requirements to:

Email: rkendellen@summitnjha.org (Roz Kendellen, Chair Personnel Committee)

**The Posting Period ends March 22, 2024**

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*The SHA is a workplace dedicated to supporting individuals and families of all types and to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.*