



Vermont State Housing Authority

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NOTICE OF OPEN POSITION

Director, Housing Program Administration

April 2021

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Position: An opportunity for an experienced senior leader to have a significant, positive impact on Vermont's affordable housing landscape as VSHA's Director of Housing Program Administration will soon be available.

Leading, overseeing, and managing VSHA's housing programs, the Director of Housing Program Administration is a key member of VSHA's executive management team and has an instrumental role in VSHA's work toward improving and expanding access to affordable housing. This position reports to the Executive Director and is responsible for all aspects of the Housing Programs, including program planning and implementation; grant writing, application, reporting, and administration; compliance and quality assurance; development and implementation of department procedures, protocols, and systems; collaboration with community and State partners; team supervision and management; and participation in strategic planning and other executive management functions.

Qualifications and Requirements: A bachelor's degree in a related field (or an equivalent combination of work experience and education), a minimum of 5 years of relevant work experience, and supervisory experience are required qualifications.

Relevant, senior management level skills and knowledge are also required for this role, including: expertise in affordable housing (or similar/relevant) program administration; exceptional leadership and team management skills, with the ability to translate vision to action; strong project management skills; compliance management proficiency, with a thorough understanding of the framework of federal and state laws, regulations, and sub-regulatory guidance as applicable to grant and program administration; demonstrated ability to develop innovative programming and resources; and strategic vision with a mission-oriented approach to achieving goals.

The full job description for the Director of Housing Program Administration can be found [here](#), and on the VSHA website at www.vsha.org.

Compensation and Schedule: This is a full-time, exempt position offering a competitive salary and excellent benefits. Core business hours are Monday – Friday, 7:45 am – 4:30 pm; while most work will be performed onsite during core business hours, the option to perform some work remotely may be available.

To Apply: Please email your application materials (resume, cover letter, and application) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from VSHA's website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.