

**EXECUTIVE DIRECTOR
BERKELEY HOUSING AUTHORITY
Berkeley, CA**

**Open until filled; first round of application review will occur in the week of Aug. 29, 2022.
Salary: \$176,300, with an excellent benefits package.**

The Berkeley (CA) Housing Authority is seeking a highly qualified Executive Director to lead and manage its portfolio of 2,215 housing vouchers, including special purpose programs. The agency operates with a budget of \$35 million. BHA and its nonprofit development affiliate Affordable Housing Berkeley Inc. are governed by a seven-member Board and staffed with 11 employees. The City of Berkeley is in the final stages of completing a state-mandated Housing Element plan to build 9,000 housing units from 2023 to 2031. The position description can be found on the agency website at <https://bha.berkeleyca.gov/>.

With a population of 124,321, Berkeley is situated on the east shore of the San Francisco Bay in northern Alameda County. The presence of the University of California at Berkeley and its 14,000 employees and 35,000 students, as well as the highly diverse community provide for a multitude of highly acclaimed restaurants, arts outlets, cultural centers, and small businesses. Its proximity to destinations such as the Napa Valley, Lake Tahoe, and the year-round Mediterranean climate featuring warm, dry summers and cool, wet winters, make Berkeley an ideal place to call home.

A Master's Degree in Business Administration, Public Administration, Urban Planning, Public Finance or a closely related field is highly desired. A Bachelor's Degree in a similarly related academic area is required. Candidates should have:

- At least seven (7) years of increasingly responsible administrative and management experience.
- A minimum of five (5) of these years should be at a senior level of management or leadership experience in managing housing authority Section 8 programs, human resources, and operations.
- Experience in affordable housing development desirable.
- Candidates with exceptional academic or experience backgrounds that compensate for an academic or experience deficiency may still be considered at the discretion of the Board of Commissioners.
- Candidates will be required to provide academic credentials and work history.
- The executive search firm will complete criminal and credit history background checks.

Compensation for the position is \$176,300 (negotiable) with an excellent benefits package. Note: compensation may include performance bonuses above this amount, subject to contract negotiation and funding.

Please email to both Stan Quy, President / Principal of The Organizational Leadership Edge at SQuy@cox.net and Jessica Quy, TOLE Administrative Assistant at jessicaquy79@gmail.com:

- one-page cover letter,
- resume (up to 2 pages),
- listing of three professional references, and
- salary expectations.

The deadline for applications is Friday, August 26, 2022 at 5:00PM CST.

BHA is an equal opportunity employer.