



P.O. Box 50 Dillingham, Alaska 99576 Phone (907) 842-5956
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Job Title: Executive Director

Job Summary:

The Executive Director manages the Bristol Bay Housing Authority (BBHA), the Tribally Designated Housing Entity for 28 federally recognized tribes and Bristol Bay Native Corporation. The person occupying the position is expected to employ sound management skills and professional business standards in the day-to-day operations of the Housing Authority and its projects. The position oversees the assignment and supervision of work for 30 to 35 employees. Other responsibilities include planning current and future housing in the region, including preparation of the Indian Housing Plan and Annual Performance Report including required Evaluation activities and monitoring of Sub-Recipients. Work is hands on and requires constant in person presence.

Duties Include:

- **Program / Grant Development and Management:**
Directs the management of rental and homeowner units, rental assistance programs, home repair modernization and weatherization programs, new development housing and other programs implemented by BBHA. Acts as Contract Officer for all contracts. Puts specific efforts into learning about national housing issues as they affect the region. Develops specific strategies to ensure readiness for change. Supervises and develops Housing Authority personnel through the management team.
- **Budgeting / Fiscal Management:**
Prepares annual Housing Authority budget and maintains expenditures within budget limits. Works with annual auditors and HUD auditors and prepares written response to audit when necessary. Supervises accounting functions and development of new systems and accounts in coordination with the Chief Financial Officer. Reviews and submits accounting reports to the Commissioners and HUD. Works with financial institutions to provide current and future housing needs. Initiates new and innovative methods for project and program financing. Monitors compliance with numerous regulations, statutes, and grants.
- **Planning and Grant Writing:**
Coordinates Housing planning efforts through writing and submission of both formula and competitive grant applications. Regularly monitor the progress and compliance of current programs, grants and contracts including timely submission of all required reports. Plans and institutes new housing programs as directed by the Board of Commissioners. Provides grant writing for development projects, capacity building and special projects. Executes the Federal/State Environmental Review Checklist in compliance with NEPA to achieve Release of Funds from HUD or other government agencies.
- **Meetings:**



- Schedules Housing Authority meetings including preparation of agenda and attendance at monthly Board of Commissioner meetings and attends meetings of the Association of Alaska Housing Authorities. Plans, coordinates and leads community and staff meetings including the Annual BBHA Meeting whose goals lead directly to the Housing Authority objectives.
- **Personal Contacts:**
Maintains regular contacts of a positive nature with staff, community members, Housing Board of Commissioners, Tribal Councils, Department of HUD, and others to accomplish department objectives and preserve good public relations.
 - **Reporting:**
Prepares Indian Housing Plan, Quarterly Reports and Annual Reports for BBHA and HUD. Prepares numerous other reports including those for HUD Indian Community Development Block Grants and grant reporting to the Alaska Housing Finance Corporation.
 - **Resources and Funding Development:**
Identifies funding sources and develops positive working relationships with other individuals, agencies and organizations that may contribute to the accomplishment of department goals. Develops grant writing proposals to procure grants and program funding. Ensures that new efforts are congruent with overall tribal / community needs and values.
 - **Other Duties As Assigned by the BBHA Board of Commissioners.**

Qualifications:

- **Education and Experience:**
A bachelor's degree from an accredited four-year college or university in business development, community planning and development, journalism or related field is required.
3 – 5 years of experience in managing HUD Indian Housing Block Grant, Indian Community Development Block Grant, or related housing and infrastructure programs is required. Must have a valid Alaska State Drivers license. Must be bondable to handle money.
 - **Skills and Knowledge:**
Knowledge of HUD programs and activities and HUD sponsored programs. Ability to consult and work with the Housing Board of Commissioners for housing policy and guidance. Ability to facilitate meetings and work within the cultural framework of the Bristol Bay region.
 - Ability to effectively communicate with tenants, homebuyers, and other clients of BBHA, and members of the general public concerning housing needs, programs, and services of BBHA. Supervision, mediation and negotiation skills required.
 - **Budget Management:**
Proficiency in budget development and management is necessary.
 - **Personal Computer Skills:**
Basic computer skills are required.
- Alaska Native/Native American Preference applies**
- **Physical Requirements:**
Must demonstrate high level communication skills. Must be able and willing to travel in small, unpressurized air craft to travel to area Bristol Bay villages to conduct in-person business with Tribal Councils including walking on uneven or



slippery ground or snow in villages. Some in-state and occasional out-of-state travel may also be required.

Salary is dependent upon experience.

Applicants should submit a Letter of Interest, BBHA Job Application and a Resume to the attention of Brenda Akelkok, Executive Director, Bristol Bay Housing Authority, P.O. Box 50, Dillingham, AK 99576 or to bakelkok@bbha.org.

The BBHA Job Application can be downloaded from www.bristolbayhousingauthority.org or you may email esavo@bbha.org or phone call Eileen Savo at (907)842-5956 to request her to email a copy of the BBHA Job Application or to mail a hard copy.

