

**Blaine County Housing Authority
Executive Director – Job Description
February 1, 2022**

The Executive Director is responsible for creating and leading housing programs that will make the Blaine County Housing Authority the go-to housing resource for the residents, local governments, nonprofits, developers, and housing applicants in Blaine County.

The Executive Director achieves this by creating and advocating policies and programs that result in the development of new, and preservation of existing, affordable and workforce housing in Blaine County. by providing information about the availability of housing and how to apply for affordable and workforce in the County, and for overseeing the management of the BCHA housing and programs. The Executive Director will lead efforts to coordinate and provide housing information to the public to streamline access to housing services.

Blaine County is home to the resort community of Sun Valley, Idaho.

As Executive Director you will:

- Bring advocacy and passion to the issue of affordable and workforce housing in the communities of Blaine County
- Recommend policies and programs that will encourage the development of new housing and preservation of existing affordable and workforce housing options for Blaine County
- Provide information to local jurisdictions, stakeholders and residents about affordable and workforce housing availability, programs and services in Blaine County; become the go-to resource for housing information.
- Offer policy advice and recommendations to the BCHA Board to initiate, improve and implement the authority's housing programs and services for the community.
- Supervise and direct staff in the management of BCHA programs. These include maintaining an accurate, up-to-date database of qualified applicants for BCHA and managing the BCHA inventory of for-sale and rental community housing. Undertaking housing needs assessments.
- Represent BCHA to the public and our key stakeholders and partners
- Bring understanding and knowledge of the unique housing challenges facing resort communities
- Attend public meetings of government bodies to advocate on behalf of affordable and workforce housing.
- Collaborate with private developers and draft letters of support for proposed development projects that further the interests and goals of BCHA

The Executive Director will lead in the following areas

1. Housing Policy
 - a. Serve as the resource for local jurisdictions and stakeholders on housing policies and programs that will result in the development of new, and preservation of existing, affordable and workforce housing in Blaine County, Idaho.

2. Communication and Educational Programs:

- a. Provide information to and assist persons in need to be better able to access state and local housing assistance programs, e.g. rental referrals, tenants' rights, and loan modification and foreclosure prevention counseling.
- b. Communicate regularly with community groups who serve people in need, such as the Hunger Coalition, the Alliance, the Advocates, St Luke's Center for Community Health, Men's Second Chance Living, and religious organizations in order to assess community needs and share housing resources and opportunities with them.
- c. Be a resource for homebuyer education (coordinate with Idaho Housing and Finance (IHFA) and College of Southern Idaho to provide first-time homebuyer course) and credit counseling. Such programs result in community home applicants who are ready and able to purchase for-sale units.
- d. Communicate regularly with the entire Blaine County community (public at large, press, employers, real estate professionals, mortgage lenders) as well as the applicants and homeowners of Community Homes regarding BCHA programs, expertise, useful information and success stories.
- e. Provide semi-annual reports and appearances before the County and cities regarding status of contract services; present at housing conferences and community forums.
- f. Maintain and update website with current activities, educational and reference information, community home opportunities, and general organizational information.
- g. Update regularly the BCHA Community Housing Guidelines and provide them to jurisdictions served; undertake a housing needs assessment as needed.
- h. Implement a Limited English Proficiency Plan to reach Spanish speaking population.

3. Planning:

- a. Facilitate ongoing planning for community housing by providing information regarding local needs, demographic trends, and development standards to government entities and public/private development entities. Undertake a county-wide needs assessment study as needed.
- b. Seek to engage full community participation/feedback in program planning and service quality assurance issues.
- c. Continue to increase cooperation with organizations to meet challenges related to affordable housing for the workforce as a necessary component of county-wide sustainable economic development.
- d. Seek additional tools for funding and development of affordable housing.

4. Collaborate with and support all partners who may provide the following services:
 - a. Development and construction of new community housing.
 - b. Origination of grant proposals and proposals for designated government funding sources for operations or development.
 - c. Development of strategies for using in-lieu fees for buy-down, acquisition and/or subsidy programs.
 - d. Development of programs with non-profits and other agencies and mortgage lenders to take advantage of foreclosure and bank-owned real estate opportunities.

5. Database Management:
 - a. Maintain an accurate, up-to-date database of qualified applicants for BCHA and other jurisdiction-managed community housing for low to moderate-income households. (BCHA will utilize a “universal” application form and single, shared database.) Update application database at least annually on a quarterly rotation to keep database current.
 - b. Match buyers and renters to available community housing units managed by BCHA, whether developed privately or by other organizations or governmental entities.
 - c. Provide data regarding the applicant database to the County, cities, developers, and civic organizations requesting assistance in planning and allocating community housing. Track trends in demographics and preferences based on regular database updates

6. Asset Management:
 - a. Manage the BCHA inventory of for-sale and rental community housing. This includes but is not limited to: (i) monitoring occupancy to ensure compliance with the applicable BCHA deed covenants at least once each annum, (ii) preserving housing stock by ongoing monitoring and enforcement, and (iii) providing referrals to counseling and consulting services to minimize any loss of community housing owners due to payment problems.
 - b. Process Notices of Intent to Sell and Rent in a timely manner to facilitate the earliest feasible sale and rent, as applicable. Work closely with potential buyers of for-sale units from pre-qualification counseling through closing, ensuring understanding of applicable deed covenant and community housing guidelines.
 - c. Enter into Notices of Intent to Sell for local, income, and workforce-based deed-restricted units with applicable developers before a certificate of occupancy is issued for affordable units within a development. The Notices of Intent to Sell will allow the marketing of deed-restricted units before the units are available for occupancy with the goal of reducing the period of non-occupancy.
 - d. Strengthen deed covenants to ensure highest level of asset management and retention.

- e. Provide special review, consideration and assistance to community homeowners facing financial challenges.
7. Additional Services:
- a. As may be requested, BCHA shall provide county and city staff and/or officials with training and education relating to community housing and with information related to best practices regarding community housing and available resources for programs and services related to community housing, assistance with interpretation of the housing needs assessment and guidelines and input on development proposals related to the provision of community housing.

As Executive Director you will need:

- Bachelor's Degree or equivalent in a related field;
- Demonstrated leadership skills and a track record initiative leading to accomplishments
- Seven (7) years executive or management experience in housing, nonprofit, government, or related fields;
- Excellent oral, written, and presentation skills;
- A track record of networking to form partnerships
- Budgeting, governance, and human resource management experience.
- Working knowledge of local government, state, and federal roles, laws and public and private programs that support funding, developing, managing, acquisition, and construction of affordable housing or proven demonstration of being about to acquire the knowledge within 6 months.
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As Executive Director you will be offered:

- The opportunity to have a significant impact on an important local issue
- A high degree of autonomy
- A committed and fully supportive Board
- Competitive pay

If you are looking for a challenge and have the skills and background necessary, send a cover letter, resume and salary requirements to nharvill@bcoha.org. No phone calls at this time, please.

The Blaine County Housing Authority Board of Commissioners will begin reviewing résumés and cover letters from candidates beginning February 15, 2022 and will begin contacting selected candidates for interview beginning March 1, 2022. The Board intends to fill this position no later than April 1, 2022. The Board may, at its discretion, extend the timeline (above) for interviewing and hiring for this position.