



Chief of Housing and Weatherization Programs

SEDA-Council of Governments, a regional multi-county development agency, seeks to fill a leadership position, Chief of Housing and Weatherization.

Job Summary: The successful candidate has independent accountability to agency management for the performance of the Housing and Weatherization programs, with an operating budget of \$4.7 million. The Program Chief provides oversight and leadership to professional, technical, and administrative staff, ensures consistent application of agency processes and procedures, and is responsible for the development and direction of programs in a manner that supports agency goals. The candidate will be responsible for all activity related to the management and operation of the programs – fiscal, operational, personnel, strategic, and audit/quality.

Qualifications: Position qualifications include the ability to serve as a vital representative of SEDA-Council of Governments by identifying funding strategies and take lead in developing proposals, ensure all programs follow proper regulation mandates and establish and maintain working relationships.

Requirements: The successful candidate will have:

- Bachelor's degree; Master's degree preferred
- Ten years of work experience in the areas of public funded affordable housing, weatherization, community development activities or a combination and/or real estate development
- Experience in planning, formulating, analyzing, implementing, evaluating and modifying housing policies, programs, services and demands
- Experience in ensuring regulatory programmatic compliance with applicable Federal, State and County mandates, laws and procedures i.e. CDBG, HOME, LIHTC, DOE, LIHEAP, PennHOMES, PHARE, Act 137, etc.
- Experience in financial management, budget preparation, procurement process, contract development, administration and monitoring
- Experience in affordable single and multi-family housing rehabilitation and weatherization programs
- Experience in rental management
- Experience in structuring and underwriting complex multi-family facilities and oversee the development
- Knowledge of warehouse operations and inventory control
- Minimum of five years of supervisory experience including planning, coaching, directing and evaluating subordinate management and administrative staff

SEDA-Council of Governments offers a competitive salary and benefits package.

Submit resume and cover letter stating salary requirements by November 21, 2018, to Amanda Owens, SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837 or via e-mail (aowens@seda-cog.org)

AN EQUAL OPPORTUNITY EMPLOYER