



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
CHIEF OPERATING OFFICER FOR AFFORDABLE HOUSING**

**Position Open: November 28, 2018  
Position Closing Date: December 17, 2018**

## **Job Announcement**

### **Position: CHIEF OPERATING OFFICER FOR AFFORDABLE HOUSING Salary Range: \$92,764 - \$120,595**

Our agency is currently seeking a business professional to fill the role of Chief Operating Officer. Under the direction of the Director of Affordable Housing, to plan, organize and control the day-to-day management and operations of the Affordable Housing Department, develop strategic goals and plans, insure efficiency in operations, maintain the financial health and develop opportunities for growth and development.

***Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.***

#### **REQUIRED EDUCATION AND EXPERIENCE:**

Master's Degree in Business, Finance, Accounting or a related area and five (5) years of senior level management experience managing federal housing programs, properties or initiatives. Candidates with accreditation earned in foreign institutes are encouraged to apply

#### **ESSENTIAL JOB DUTIES:**

- Develop and foster effective collaboration between the divisions of Affordable housing to ensure an integrated approach to providing service and fulfilling the department's goals and objectives;
- Monitor and maintain oversight of independently managed affordable housing assets;
- Review and approve all properties purchasing requisitions for all transactions above \$3,000;
- Review and approve properties purchases for compliance with the agency procurement and management policies;
- Monitor monthly budget reports to determine variance in budgets and actual expense;
- Ensure compliance with HUD notices and policy guidance during transition to PBRA;
- Develop and monitor a benchmark system that will maximize staff performance, control budgets and costs and insure quality performance in property management;
- Work in partnership with Department Directors and Managers, to create strategic plans and implement processes to improve department operations, program development and financial management;
- Coordinate the annual operations plan and budget;
- Evaluate the department structure, processes and functions to insure maximum growth, development and performance;
- Develop and maintain the Affordable Housing Management Manual;
- Manage compliance with federal, state and local housing rules and regulations;
- Work with Auditors and lead the HUD management audit process;

#### **SUPERVISION EXERCISED**

- Supervises staff as assigned by the Director of Affordable Housing

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and practices of public housing and federal, state and local laws and regulations governing housing operations
- knowledge of HUD Multifamily housing programs;
- knowledge of various multifamily financing products and underwriting requirements
- knowledge of general accounting, budgeting and procurement policies and practices;
- excellent management, leadership and interpersonal skills to work with and motivate all levels of management and staff

#### **LICENSES AND CERTIFICATIONS REQUIRED**

- Valid Tennessee Driver's License
- COS, Tax Credit, Financial Specialist Certification

**THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. MDHA application is available at [www.Nashville-MDHA.org](http://www.Nashville-MDHA.org). Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

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[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)

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TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation

Contact: 252-8550