



JOB POSTING

EXECUTIVE DIRECTOR

The Princeton Housing Authority (PHA) is seeking applications from qualified individuals for the position of **Executive Director**.

Serving roughly 400 clients with an annual budget of approximately \$2.2 million, the Princeton Housing Authority manages five (5) affordable housing sites with 7 full time staff in Princeton, New Jersey. The Executive Director will maintain contracts with the Department of Housing and Urban Development and work to provide safe, decent, and sanitary affordable housing to families and individuals making between 0% and 60% of median income.

Reporting to the Princeton Authority Board of Directors, the Executive Director oversees all aspects of the organization, including strategic planning, financial management, program development, community engagement, and staff leadership.

Candidates should understand affordable housing policies, funding mechanisms, market trends, and the root causes that impact long-term housing affordability, as well as having a strong grasp of current and historical housing disparities and strategies to address them. Experience with housing authorities, including familiarity with tax credits, low-income housing, RAD and/or PBRA is critically important, and experience working with city and county governments is strongly desired.

The Executive Director must be approved by the Department of Community Affairs (DCA) prior to being offered an employment contract by the Housing Authority. Candidates shall have attained a degree from an accredited four-year college or university, and shall have at least five years' experience in public administration, public finance, realty, or similar professional employment. A master's degree in an appropriate program may substitute for two years of that experience. All Candidates must have or obtain a Public Housing Manager (PHM) certification from the National Association of Housing and Redevelopment Officials, or equivalent certification from a nationally recognized professional association in the housing and redevelopment field and must also complete and pass the State of Jersey mandatory training requirements for Executive Directors of Housing Authorities within 2 years (24 months) of their appointment.

Previous experience in an executive-level position in an organization of similar size and/or structure is desirable, as is experience working to address large-scale community challenges at a systems level using upstream interventions, policy, and community collaboration. Supervisory experience of five (5) or more staff members is a plus.

The Authority is offering a salary range of \$120,000 to \$150,000 for this position, dependent on experience and qualifications, and a full range of benefits, including medical and dental insurance, holidays, and paid time off. This is a full-time exempt position with a forty (40) hour onsite work week (Monday through Friday).

Applicants must submit the following: a cover letter, a completed employment application and a resume to the PHA's General Counsel, via email at rftcasey@lenoxlaw.com. All email responses should have the subject line: "**EXECUTIVE DIRECTOR**". Application of employment can be found on the Princeton Housing Authority website <https://princetonhousing.org/>, under **Board & Staff, Bylaws and Policies**, in the **Hiring Procedures Manual** Appendix section.

Responses to this posting will be accepted up to 5:00 PM EST on Friday, December 20, 2024.