

Position Description
Interim Executive Director
The Fayetteville Housing Authority
Fayetteville, Arkansas

October 2018

POSITION:

The Board of Commissioners of the Fayetteville Housing Authority is seeking a highly skilled individual and seasoned leader who can offer administrative, financial, and management oversight as Interim Executive Director, for an expected three to six month period, while we search for a permanent Executive Director.

ESSENTIAL ROLE:

We are seeking someone who has a minimum of 2-3 years experience as an Executive Director (or equivalent); to oversee the day to day operations of the FHA; guide the staff as they pursue their duties; work with the board on policy and vision; cultivate and maintain productive relationships with community partners; facilitate updating current and pending procurement contracts; ensure that FHA residents and community members are informed and engaged; have time management skills, which are crucial to this position.

RESPONSIBILITIES:

- Manage staff (including pending 6 month evaluations) and work to maintain staff morale during transition period to a permanent Executive Director.
- Work with Board members and staff to contact, develop, maintain, and improve relationships with Fayetteville Housing Authority regulatory agencies and constituents.
- Maintain communication and relationships between Board and staff and within the staff.
- Participate in development of agendas for Board meetings and engage as appropriate with the board.
- Manage the budget by overseeing financial management and bookkeeping.
- Review current systems in place as well as organizational distribution of responsibilities and make recommendations for future implementation.
- When necessary and appropriate, represent the FHA with media and policy makers.
- Work with staff to maintain and enhance relationships with peer and partner organizations, clients and agencies.
- Assist Board, staff, and the new Executive Director in the transition after that person is hired.
- Complete additional duties as requested by Board Chair.

TERM:

Position available to be filled immediately. Anticipated minimum length of the term is 90 days.

COMPENSATION/TIMELINE:

Salary is commensurate with qualifications and experience. Position Term: 3-6 Months, with provisional extension, if required. 30-40 hours per week as a contracted consultant, with opportunity to pursue permanent Executive Director position.

CONTACT:

Interested persons should send, electronically, letters of interest, and resumes by 5p.m., October 22nd to the contact below:

Melissa Terry, Chair
Fayetteville Housing Authority Board of Commissioners
melissaterry@yahoo.com