

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: President/Chief Executive Officer (CEO)

EXEMPT

SUPERVISOR: Board of Commissioners (BOC)

Position Summary

The President & Chief Executive Officer (CEO) serves as the chief executive and administrative officer of the Waco Housing Authority (WHA) and its affiliated entities, including the Waco Housing Opportunities Corporation (WHOC) and Waco Public Facility Corporation (WPFC). Reporting directly to the Board of Commissioners, the CEO provides visionary leadership, strategic direction, and executive oversight for all Authority operations, including affordable housing development and redevelopment, Public Housing, Housing Choice Voucher programs, finance, human resources, information technology, procurement, compliance, resident services, asset management, capital improvements, and community partnerships.

The CEO is responsible for advancing the Authority's mission through redevelopment, preservation of existing housing assets, financial sustainability, operational excellence, regulatory compliance, innovation, and responsible stewardship of public resources while building strong relationships with residents, employees, elected officials, HUD, and community stakeholders.

Essential Duties and Responsibilities

Provides visionary leadership and develops long-range strategic plans aligned with Board priorities.

Serves as chief executive advisor to the Board and implements Board policies.

Leads affordable housing redevelopment, preservation, acquisition, disposition, mixed-finance development, and public-private partnerships.

Oversees LIHTC, RAD, Section 18, PBV, HOME, CDBG, AHP, tax-exempt bond, and other financing strategies.

Directs all Authority operations including Public Housing, HCV, Finance, HR, IT, Procurement, Compliance, Asset Management, Property Management, Resident Services, Facilities, and Capital Improvements.

Oversees annual operating and capital budgets, audits, investments, debt, grants, internal controls, and financial forecasting.

Ensures compliance with HUD regulations, Fair Housing requirements, procurement standards, and applicable federal, state, and local laws.

Recruits, develops, mentors, and evaluates executive leadership while fostering accountability, collaboration, innovation, and customer service.

Represents the Authority before HUD, TDHCA, elected officials, lenders, developers, residents, media, and community organizations.

Leads technology modernization, cybersecurity awareness, enterprise systems, and data-driven decision making.

Establishes enterprise risk management, business continuity, fraud prevention, emergency preparedness, and organizational resilience.

Serves as CEO of WHOC and WPFC and oversees affordable housing development and strategic partnerships.

Performs other duties assigned by the Board of Commissioners.

Minimum Qualifications and Knowledge

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, Urban Planning, Real Estate Development, Construction Management, Public Policy, Law, Human Resources, or closely related field.

Master's degree (MBA, MPA, MRED, JD, or related field) strongly preferred. Minimum seven (7) years of progressively responsible executive leadership experience, including at least five (5) years in affordable housing, redevelopment, real estate development, local government, community development, or a similarly complex organization.

Experience leading multidisciplinary organizations with responsibility for finance, operations, human resources, compliance, strategic planning, and organizational performance.

Demonstrated experience working with governing boards and public officials.

Experience administering complex budgets, grants, and multiple funding sources.

Preferred Qualifications

Experience as a CEO, Executive Director, Deputy Executive Director, COO, Vice President or equivalent executive.

Experience with LIHTC, RAD, Section 18, PBV, mixed-finance, tax-exempt bonds, HOME, CDBG, AHP, and public-private partnerships.

Experience managing affiliated nonprofit or public facility corporations.

Experience negotiating complex development agreements and real estate transactions.

Professional certifications such as Certified Public Housing Manager (CPHM), Housing Development Finance Professional (HDFP), Project Management Professional (PMP), Society for Human Resource Management – Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) are desirable.

Executive Competencies

Visionary Leadership; Strategic Planning; Affordable Housing Development; Financial Stewardship; Board Governance; Organizational Leadership; Political Acumen; Community Engagement; Executive Presence; Negotiation; Emotional Intelligence; Change Management; Talent Development; Innovation & Technology; Ethics & Accountability; Enterprise Risk Management.

Performance Expectations

- Execute the Board's strategic vision.
- Maintain full regulatory compliance.
- Expand and preserve affordable housing inventory.
- Successfully deliver redevelopment initiatives.
- Ensure long-term financial sustainability.
- Develop and retain a high-performing leadership team.
- Foster accountability, transparency, innovation, and customer service.
- Maintain strong relationships with stakeholders.
- Protect the Authority's reputation through ethical leadership.

Work Environment

Work is primarily performed in a professional office environment with frequent travel to Authority properties, redevelopment sites, Board meetings, community events, and conferences. Evening and weekend meetings and emergency response may be required.

Physical Requirements

Ability to travel, inspect Authority properties and construction sites, operate standard office equipment, and perform the essential functions of the position with or without reasonable accommodation.

Other Requirements

Must be bondable.

Must possess and maintain a valid Texas Driver License.

Must maintain eligibility under the Authority's automobile insurance policy.

Must successfully complete the required background screening and drug testing in accordance with Authority policy.

Must maintain the highest standards of ethics, integrity, confidentiality, and professionalism.

Equal Employment Opportunity

The Waco Housing Authority is an Equal Opportunity Employer and is committed to providing equal employment opportunities without regard to any protected status under applicable federal, state, or local law.