

Deputy Director of Development

The Battle Creek Housing Commission (BCHC) is seeking a Deputy Director to provide professional assistance to the BCHC Executive Director (ED) to oversee operations and development. The classification provides policy direction to senior management; monitors and evaluates the activities and services of all agency departments and divisions; and serves as Acting CEO in the absence of the CEO.

Prerequisites include a bachelor's degree, MBA or comparable Master's degree from an accredited 4-year college or university. Requires planning, accounting, administrative, public relations, & verbal/written communication skills, and the ability to maintain excellent working relationships with residents, landlords, staff, Board of Commissioners, government officials, and the public. Minimum of ten years experience in the management or administration of housing, HUD rental assistance, other affordable housing programs, or equivalent experience. Minimum of five years of experience working with federal procurement and grant administration experience. Minimum of ten years general staff management experience. Property management of non-subsidized properties may substitute for some of the qualifications. Developer experience is a plus.

The BCHC owns 150 RAD PBV, 170 public housing/pre-RAD Section 18 Blend units and 20 Turnkey III Homeownership units. It administers 815 Housing Choice Vouchers, including VASH and EHV, and the following programs: Family Self-Sufficiency, Resident Opportunities Self-Sufficiency, homeownership, lease-to-own, and Permanent Supportive Housing. The agency functions with a \$ 9,711,417 million net position as of 9/30/2022 and a staff of 13 employees.

If you meet these qualifications, please mail: cover letter, resume, application, and three (3) verifiable work references, to the attention of: Lee Talmage, Executive Director, Battle Creek Housing Commission Administrative Office, 250 Champion Street, Battle Creek, MI 49037. You may also fax or email to 269 965-8847 or lee@battlecreekhousing.org. Applications and job description are available on the BCHC website at www.battlecreekhousing.org. MINIMUM STARTING SALARY RANGE - \$ 74,000- \$90,000. BCHC OFFERS EXCELLENT BENEFITS. Successful candidate must pass a criminal background check. THE POSITION WILL BE OPEN UNTIL FILLED.