

EMPLOYMENT OPPORTUNITY

EXECUTIVE DIRECTOR

St. John the Baptist Parish Housing Authority (SJBPHA)

AGENCY OVERVIEW

The St. John the Baptist Parish Housing Authority (SJBPHA) is committed to providing safe, affordable, and quality housing opportunities for residents throughout St. John the Baptist Parish. The Authority operates under applicable federal, state, and local regulations and is governed by a Board of Commissioners dedicated to ensuring effective housing programs, responsible stewardship of public resources, and continued community development.

SJBPHA is seeking a dynamic and experienced Executive Director to provide leadership, strategic direction, and operational oversight for the organization.

POSITION SUMMARY

The Executive Director serves as the chief administrative leader of the St. John the Baptist Parish Housing Authority and is responsible for carrying out policies adopted by the Board of Commissioners. This position oversees the administration, management, supervision, and strategic direction of all staff, programs, initiatives, and operations of the Authority.

The successful candidate will possess strong organizational leadership, financial management experience, excellent communication skills, and the ability to build collaborative relationships with residents, staff, government officials, community stakeholders, and partner organizations.

This position requires flexibility and a commitment to serving the needs of the organization and community.

Contract Term

This is a contract position with an initial term of **one (1) year**, with the option to renew for an additional **one (1) year** upon mutual agreement.

COMPENSATION & BENEFITS

Compensation package includes:

- Competitive annual salary (commensurate with qualifications and experience)
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Vacation Leave
- Paid Sick Leave

REPORTING RELATIONSHIP

The Executive Director reports directly to the Board of Commissioners through the Commission Chairperson.

DUTIES & RESPONSIBILITIES

It is herewith understood and agreed between the subject parties that it shall be the continuing duties of the Employee to be the administrative and **Executive Director** of the St. John the Baptist Parish Housing Authority, fully answerable to the Board of Commissioners of this Authority, and that the Employee shall perform all duties assigned to such position to the best of her ability under the By-Laws and established operating policies of this Authority. Additionally, she shall manage the day-to-day operations of the St. John the Baptist Parish Housing Authority including:

- a) Supervision and responsibility for all public housing management, maintenance, development, and construction programs undertaken by this Authority;
- b) Responsibility for and exercise general supervision for the proper and efficient performance of duties of all other employees within the established Personnel Policies of this organization;
- c) Exercising such implied powers as are necessary and appropriate to carry out the duties imposed upon her as Executive Director;
- d) Keeping commissioners informed;
- e) Developing, implementing, and overseeing the operating budgets including:
 - Adequate budget and cost controls, financial analysis, accounting practices, payroll functions, insurance coverage and evaluation, purchasing and inventory expenditures, Capital Funds Program (CFP) purchase requisitions, and ensuring timely financial and statistical reports for management and the Board of Commissioners (BOC).

- Pulling all operating subsidy drawdowns, monthly checks run, funds transfers, etc., and maintaining general ledgers required for each program in compliance with federal, state, and local requirements.
 - Maintaining project-based accounting systems for conventional housing programs.
 - Maintaining efficient internal auditing systems to assure integrity in the use of funds, equipment, materials, and personnel to safeguard the Agency's funds and property.
 - Preparation of budget documents and budget submissions to HUD and other local agencies as required and responsibility for control of and adherence to items contained within the budget after approval by the BOC. Conducting budget workshops with other directors and commissioners during the budget process.
 - Ensuring preparation of monthly financial statements, balance sheets, and various regular reports.
 - Forecasting revenue for the Agency, developing fiscal impact statements, and providing advice on economic development activities.
 - Ensuring accounting and financial systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and establishing and maintaining appropriate internal controls to ensure compliance with applicable federal, state, and local laws and regulations and Agency rules and procedures.
 - Establishing policies and procedures, assuring that appropriate records are established and maintained in accordance with professional practices and HUD regulations.
- f) Ensuring compliance with all federal laws and HUD guidelines.
- g) Executing Board-approved policies.

Both parties understand and agree that it is generally the role of the Board of Commissioners to set policy and establish and monitor controls for efficient and effective operations to see that the Executive Director is providing safe, decent, and sanitary housing to residents.

The Board of Commissioners agrees to limit routine communications to the Employee and will refer any other routine employee, resident, or citizen inquiry to the Executive Director in accordance with the Employer's policies. The Employee is hereby instructed and agrees to carry out her duties in such a manner that is in the best interest of the Employer, its employees, and residents. If the Employee believes, in her own judgment, that any instructions or communication from any Board member is in conflict with this directive, the Employee shall immediately report the conflict to all Board members without fear of recrimination or reprimand, and the Board shall provide direction to the Employee regarding such instruction or communication.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong understanding of public housing operations and affordable housing programs.
- Knowledge of HUD regulations and compliance requirements.
- Budget development, financial management, and strategic planning experience.
- Ability to develop productive relationships with elected officials, community leaders, residents, and stakeholders.
- Experience implementing organizational improvement initiatives.
- Strong business acumen and demonstrated leadership success.
- Excellent verbal and written communication skills.
- Ability to recruit, supervise, train, and develop staff.
- High standards of professionalism, integrity, and accountability.
- Ability to make sound decisions in a complex and changing environment.

IDEAL CHARACTERISTICS

The ideal candidate will be:

- Strong Communicator
- Collaborative
- Visionary
- Politically Savvy
- Motivational
- Relationship Builder
- Charismatic and Likeable
- Diplomatic
- Creative
- Consensus Builder

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited four-year college or university.
- Minimum of five (5) years of progressively responsible leadership, management, public administration, housing, community development, public relations, or related experience.
- Demonstrated experience managing budgets, personnel, and organizational operations.
- Strong interpersonal, communication, and problem-solving skills.

HOW TO APPLY

Interested candidates should submit a cover letter and resume no later than:

July 31, 2026

5:00 PM (CST)

Application materials should be emailed to:

nduncan@stjohnda.com

Please use the following subject line:

2026 Executive Director Candidate Packet