**Mashpee Wampanoag Tribe**



483Great Neck Rd So.Mashpee, MA02649

Phone (508) 477-0208 Fax (508) 477-1218

**Job Title:** Housing Director

**Location:** Mashpee Wampanoag Tribe (MWT) – Business Offices

**Reports To:** Tribal Administrator

**Department:** Housing

**Status:** Full-time Exempt

**Salary Range:** $73,054 - $75,000/per year doe

**Deadline to Apply:** Open until filled

**Summary**: The Mission of the Mashpee Wampanoag Housing Department is to provide safe, affordable housing to eligible tribal members, and other Native American Indians residing in the Tribes service area through programs delivering assistance and opportunities specific to the needs of Native American Indians and to assist in the elimination of homelessness. The Housing Director is responsible for the overall planning, development and management of all housing programs and housing projects for the Mashpee Wampanoag Tribe.

**Essential Duties and Responsibilities:**

* Serves as lead administrator for housing department programs.
* Administers housing department policies as approved by Housing Commission.
* Attends Housing Commission Meetings to provide regular updates on Housing operations.
* Manages Housing Department staff and makes decisions, in collaboration with the Human Resources Director and Tribal Administrator, regarding: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning for the housing department staff.
* Responsible for preparing annual department budget, drawdowns, grants management and reporting.
* Collaborates with Procurement Officer and TERO department to oversee and manage professional service contracts for consultants, construction, and development.
* Forecast, plan, organize and administer the Indian Housing Block Grant and other housing programs. Completes annual Self-Monitoring for Indian Housing Block Grant.
* Oversee all housing department construction projects.
* Collaborate with management to identify funding sources to support Tribal housing programs.
* Works with Senior Planner to collect socioeconomic and other housing-related data.
* Works with Senior Planner to identify and complete grant applications.
* Researches and identifies public, government, private grant agencies and foundations to identify potential funding sources for Tribal housing services and housing construction projects.
* Represents housing department at a variety of meetings and conferences.
* Travels and attends training and meeting on-site and off-site.
* Research and provide recommendations to Tribal Administrator/Tribal Council on a Housing Management Company to oversee the LIHTC housing development.
* Other duties as assigned by Tribal Administrator.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

* Collects and researches data; Designs work flows and procedures.
* Gathers and analyzes information skillfully; Works well in group problem solving situations.
* Develops project plans; Communicates changes and progress; Completes projects and budgets on time.
* Pursues training and development opportunities.
* Responds promptly to customer needs; Responds to requests for service and assistance.
* Maintains confidentiality.
* Demonstrates group presentation skills.
* Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives.
* Writes clearly and informatively.
* Communicates changes effectively.
* Sets expectations and monitors delegated activities.
* Inspires and motivates others to perform well; Inspires respect and trust.
* Includes staff in planning, decision-making, facilitating and process improvement; Develops subordinates’ skills and encourages growth; continually works to improve supervisory skills.
* Understands business implications of decisions.
* Works within approved budget.
* Shows respect and sensitivity to Native Americans and Native American culture.
* Works with integrity and ethically.
* Supports organization’s goals and values.
* Adapts strategy to changing conditions.
* Able to deal with frequent change, delays, or unexpected events.
* Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.
* Generates suggestions for improving work.
* Exhibits sound and accurate judgment.
* Prioritizes and plans work activities.
* Treats others with respect and consideration regardless of their status or position.
* Demonstrates accuracy and thoroughness.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**  5 – 7 years of experience in a management role in housing development, community development or affordable housing required. Bachelor’s degree in Public Administration or Business Administration may be substituted for 2 years of experience. A working knowledge of the Native American Housing Assistance and Self Determination Act (NAHASDA) and Housing and Urban Development (HUD) is preferred. An equivalent combination of education and experience will be considered.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Ability to operate word processing software; Ability to operate spreadsheet software; Ability to operate both internet and email software.

**Certificates and Licenses:**

Must possess a valid driver’s license.

**Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws including, but not limited to, the securing of quality training for department employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, as well as assisting in the interviewing and hiring of personnel.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.
* The noise level in the work environment is usually quiet.

**Additional Requirements**:

Must submit to and pass a comprehensive background check and drug/alcohol screening. Must be able to travel for official business on occasion. Must be able to attend meetings evenings and/or weekends as needed.

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**

**Apply to:**

**Mashpee Wampanoag Tribe**

**Human Resources**

**483 Great Neck Road South**

**Mashpee, MA 02649**

**Or email to:**

**marita.scott@mwtribe-nsn.gov**