

ALL MISSION INDIAN HOUSING AUTHORITY

◆ 27368 Via Industria, Suite 113, Temecula, Ca 92590 ◆



Executive Director

All Mission Indian Housing Authority

The All Mission Indian Housing Authority (AMIHA), located in Temecula California, seeks an Executive Director to administer the development and implementation of all agency programs and policies. AMIHA is a multi-tribe housing authority that currently Administers funds for 14 tribes and has approximately 160 units of HUD assisted family housing under management. The successful individual will report to an eight-person Board of Commissioners. Job responsibilities include managing a staff of eight, ensuring compliance with all programmatic requirements and applicable federal, state, and tribal regulations, overseeing financial operations, preparing budgets, administering procurement and contract administration activities, and developing policies, procedures, and programs.

Successful candidate must demonstrate a strong financial background, and the ability to seek out funding sources and implement new programs, strong housing, and leadership skills, and have a bachelor's degree in business, public administration, finance, or related fields, plus five (5) years of progressive related management experience (or equivalent combination). Knowledge of budgets and accounting is necessary. Federal housing experience is highly desirable. The ideal candidate will have five (5) years progressive experience managing and administering housing programs, and possesses the ability to build teams, negotiate, coordinate several major management functions simultaneously and project a positive attitude.

The Executive Director is responsible for administration, management, financial, supervision of employees, Contracting Officer for IHBG Formula, IHBG Competitive, ICDBG Funds and other grant funding as awarded. Individuals will be evaluated on experience in the following areas: administrative and housing management, budgeting and finance, presentation skills, regulatory requirements, procurement and construction management, and strategic plan development and implementation.

Other Information

Relocation expenses available.

Health and Safety- COVID-19 considerations:

We are doing everything we can to keep our team and customers safe. This means individual offices or widely spaced workstations, regular cleaning, masks and hand sanitizer, and work from home options, when possible.

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

- Please submit cover letter, resume, salary requirement and three (3) references to dskallerud@amiha.org. This position is open until filled.

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.