



# CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY

is seeking applicants with proven executive leadership in providing quality affordable housing and enriching the lives of program participants for the position of:

## EXECUTIVE DIRECTOR

The ED reports to the Board of Commissioners and has total responsibility for administering, managing, maintaining, planning, and directing the Agency's programs. CCHRA is interested in a highly skilled individual with excellent management, organizational and interpersonal skills. The ideal candidate should have general knowledge of HUD housing management, HUD fiscal management principles and strong Development experience. The ED will identify non-HUD funds and grants to supplement programs and develop a process for receiving non-HUD funds. Experience with non-profit fund raising would be highly regarded. The ED is the Agency's primary liaison with the Board of Commissioners (BOC), HUD, and state and local entities. The ED will have contact with a broad range of individuals including: the news media; BOC; federal, state, and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Agency personnel. CCHRA currently oversees 1079 HCVP vouchers and 399 PH units. The job vacancy announcement is not a contract.

### **Education and Experience**

A Bachelor's degree with a Master's degree preferred in Public Administration, Business Administration or Management or a closely related field from an accredited college or university and five years of responsible managerial experience in public housing or regulatory agency or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

PHM Certification from a bona fide Public Housing Manager Certification program or equivalent executive management certification is required within one year of hire or other allowable period of hire as authorized by the Board of Commissioners.

Completion of the Executive Director Education Program (EDEP) or equivalent executive program is required within two years of hire or other allowable period of hire as authorized by the Board of Commissioners.

### **To Apply**

A completed CCHRA employment application is required for consideration. Resumes will be accepted only with a completed CCHRA application and will not be accepted as a substitute for an application. Applicants must possess a valid SC driver's license and be skilled and knowledgeable with personal computer equipment and Microsoft Office applications. All positions will remain open until closed or filled. The status of a position may be changed at any time. [Job applications](#) are available online at [www.CCHRA.net/employment](http://www.CCHRA.net/employment) or email [hrapps@cchra.net](mailto:hrapps@cchra.net) and one will be sent to you. Return completed application(s), *with job title in subject line*, in pdf format to [hrapps@cchra.net](mailto:hrapps@cchra.net) (preferred) or mail to:

Human Resources  
Charleston County Housing and Redevelopment Authority  
2106 Mt. Pleasant Street  
Charleston, South Carolina 29403  
[HRApps@cchra.net](mailto:HRApps@cchra.net)

(This email address is for applications to active and available job positions only)

CCHRA is an Equal Opportunity Employer and Drug Free Workplace  
CCHRA participates in E-Verify  
CCHRA participates in the SC Public Employee Benefits Authority Program