

## **Professional**

### **DEPUTY DIRECTOR**

**Butler Metro Housing Authority** is seeking to fill the position of Deputy Director with a qualified candidate who can perform professional, supervisory and administrative work and assist with the overall management of the agency to include planning, coordinating and implementing agency-wide initiatives and mixed finance development. The ideal candidate will exhibit skills in strategic planning, leadership, independent problem solving, critical thinking, written and oral communication.

#### **Essential Functions of the position:**

- Works closely with Executive Director managing the day-to-day operations of the agency;
- Coordinates 5-year plan, annual plans and strategic plans;
- Directs Development and Accounting staff;
- Ensures compliance with regulations and statutes, grant applications, procurement, budgets, development production projections and various documents required, approvals and funding for BMHA;
- Forecast impacts, assess opportunities and evaluate risks by examining programs, performing cost benefit analyses and modeling future operations;
- Works with external entities to increase the Authority's presence in local, state and federal arenas, in order to maximize business funding and research opportunities.

#### **Qualifications:**

Bachelors Degree in Business Administration, Marketing, Accounting or related field with a minimum of six (6) year experience in housing or related field.

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection. PHM Certifications.

Salary commensurate with experience. BMHA offers an excellent benefit package including medical, dental, vision, life insurance, paid vacation, sick leave, OPERS retirement plan.

Applicants may apply via fax 513.896.9381, email to [mveal@butlermetro.org](mailto:mveal@butlermetro.org); website [www.butlermetro.org](http://www.butlermetro.org); mail or in person to the address listed below.

Butler Metro Housing Authority  
Attn: M. Veal  
4110 Hamilton-Middletown Rd  
Hamilton, OH 45011-6218

No phone calls will be accepted.

**BMHA is EOE**