

E M P L O Y M E N T A N N O U N C E M E N T

Executive Director

Tribal Housing Department

Status	Full-time, Exempt
Reports To	Tribal Housing Board of Commissioners
Location	Beautiful tribal community in the Pacific Northwest, near major urban centers
Salary	Competitive, commensurate with experience and qualifications (DOE/DOQ)
Opening Date	Immediately
Closing Date	Open until filled · First review on September 10, 2026
Preference	Indian Preference in accordance with P.L. 93-638 and Tribal policy

THE OPPORTUNITY

A well-respected federally recognized Tribe in the Pacific Northwest seeks an accomplished Executive Director to lead its Housing Department. The community sits in a striking landscape of forest, water, and mountain views, yet is within convenient reach of large urban centers and their professional, medical, cultural, and transportation resources.

The Housing Department is the Tribe's designated housing program and a trusted steward of homes, land, and family well-being. The Executive Director will set strategy, protect compliance, grow resources, and deliver safe, affordable, culturally grounded housing for Tribal members and eligible Native families.

POSITION SUMMARY

Under the direction of the Tribal Housing Board of Commissioners, the Executive Director is responsible for the full administration, fiscal integrity, and day-to-day operations of the Housing Department. The role combines executive leadership, grant and tax-credit expertise, capital planning, personnel management, and regular, transparent reporting to the Board and Tribal government.

The Director serves as the principal liaison to the U.S. Department of Housing and Urban Development Office of Native American Programs (HUD-ONAP), its state housing finance agency, lenders, development partners, and neighboring jurisdictions. The Director is the Department's contracting officer and is accountable for NAHASDA / Indian Housing Block Grant (IHBG) and Indian Community Development Block Grant (ICDGB) performance, Low-Income Housing Tax Credit (LIHTC) compliance, and all related federal, state, and Tribal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership, Governance, and Board Reporting

- Report directly to the Tribal Housing Board of Commissioners; prepare agendas, financial packets, occupancy and development briefings, and written and oral reports for regular and special Board meetings.
- Present housing status, budget-to-actuals, grant performance, audit findings, and risk items to the Board and, as requested, to Tribal Council or other governing bodies.
- Recommend policies, occupancy standards, rent structures, wait-list procedures, and development priorities for Board adoption; implement approved policy with consistency and fairness.

- Maintain official Department records, contracts, bank and investment accounts (as authorized), assets, and correspondence in a manner ready for Board, Tribal, HUD, and independent audit review.

ONAP, NAHASDA, and Federal Program Administration

- Serve as primary point of contact with HUD-ONAP (Northwest Office of Native American Programs) for the several block grant and related programs.
- Prepare, submit, and amend the Indian Housing Plan (IHP) and Annual Performance Report (APR) on required timelines; ensure Formula Response Form and related ONAP data are accurate.
- Administer NAHASDA-eligible activities including rental housing, homeownership, rehabilitation, modernization, housing services, crime prevention and safety, and model activities as approved in the IHP.
- Oversee eLOCCS drawdowns, SF-425 / federal financial reports, environmental reviews, Section 3 / labor standards where applicable, self-monitoring, and timely close-out of monitoring findings.
- Coordinate Title VI loan guarantees, ICDBG, IHBG, USDA Rural Development, BIA HIP, and other complementary federal resources when they advance the Board-approved housing plan.

LIHTC, Development, and Asset Management

- Lead or partner on Low-Income Housing Tax Credit (LIHTC) applications, allocations, partnership documents, investor relations, and year-15 / extended-use planning.
- Ensure ongoing LIHTC compliance: income certification, unit mix, utility allowances, physical inspections, annual owner certifications, and state housing finance agency reporting.
- Direct predevelopment, financing, procurement, construction, and close-out of new construction, rehabilitation, and infrastructure projects serving Tribal families.
- Protect the long-term condition and financial performance of the rental and homeownership portfolio through preventative maintenance, capital planning, and replacement reserves.

Budgeting, Finance, and Accountability

- Develop the annual operating budget, capital budget, and multi-year financial plan for Board approval; manage expenditures within authorized appropriations.
- Integrate IHBG, ICDBG, program income, rents, LIHTC cash flow, Tribal contributions, and leveraged funds into a transparent, auditable budget structure.
- Review monthly financial statements, cash position, encumbrances, and grant balances; recommend mid-year adjustments to the Board when conditions change.
- Coordinate the annual single audit and any program-specific audits; implement corrective action plans and report progress to the Board and ONAP.
- Serve as contracting officer; oversee procurement, bid analysis, contract award recommendations, and vendor performance in accordance with Tribal and federal procurement rules.

People, Community, and Culture

- Recruit, supervise, evaluate, and develop Housing staff; foster a workplace environment of teamwork that is professional, accountable, positive, and respectful of Tribal values and families.
- Uphold fair housing, occupancy, and tenant-relations standards while treating residents with dignity and cultural respect.
- Build productive relationships with Tribal departments, neighboring cities and counties, lenders, nonprofit partners, and Native housing networks (including NAIHC, NAFOA and other national organizations).
- Represent the Department at community meetings, consultations, and public events; communicate housing opportunities clearly to Tribal members.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, finance, community planning, or a closely related field. Significant, directly relevant executive experience in Indian housing may be considered in lieu of a degree on a year-for-year basis.
- At least ten (10) years of progressively responsible management experience in affordable or Tribal housing, including supervision of staff and ownership of a departmental or agency budget.
- Demonstrated working knowledge of NAHASDA, the IHBG/ICDBG, HUD-ONAP processes (IHP, APR, eLOCCS, self-monitoring), and Low-Income Housing Tax Credit (LIHTC) compliance or development.
- Proven ability to prepare Board packets, financial reports, and verbal briefings for a governing board or elected body.
- Valid driver's license and ability to be bonded. Must pass a background investigation consistent with Tribal policy and the sensitivity of the position.
- Willingness to live in or commute to a Pacific Northwest tribal community and to travel periodically for ONAP, Board, training, and project meetings.

PREFERRED QUALIFICATIONS

- Direct experience as an Executive Director, Housing Director, or senior deputy of a Tribally Designated Housing Entity (TDHE) or Tribal housing department.
- LIHTC development or asset-management experience with a state housing finance agency in Washington, Oregon, or Idaho, or equivalent.
- Experience with Title VI, ICDBG, New Markets or other layered financing; construction contract administration; and environmental review under 24 CFR Part 58.
- Knowledge of Northwest Tribal governance, reservation land status (trust, fee, assignment), and the cultural context of housing in Native communities.
- Master's degree in a related field, or professional credentials such as NAHRO, NAIHC, or LIHTC compliance certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Command of federal, state, and Tribal housing laws and the practical judgment to apply it without losing sight of families.
- Financial literacy: budgets, grants, audits, reserves, and the difference between restricted and unrestricted funds.
- Clear writing and calm, respectful presentation before a Board of Commissioners and community members.
- Integrity, discretion, and the temperament to handle confidential tenant, personnel, and government-to-government matters.
- Ability to hold staff accountable while building a culture people want to stay in.

WORKING CONDITIONS

Primarily an office-based executive role on or near the reservation, with regular presence at Board meetings, project sites, and community events. Evening Board sessions and occasional regional travel are expected. The setting offers the rare combination of a close-knit Tribal community, access to land and water, and proximity to large urban employment, health, and cultural centers.

COMPENSATION AND BENEFITS

Salary is competitive and based on experience and qualifications. The Tribe offers a benefits package that typically includes medical, dental, and vision coverage; retirement programs; paid leave; and recognized Tribal and federal holidays. Relocation assistance may be available for the selected candidate. Final compensation is set by the Board of Commissioners.

HOW TO APPLY

Submit a cover letter addressing the experience and program knowledge noted above – and a current résumé (references and salary expectations will be discussed with finalists selected):

Joseph B. Diehl

Diehl & Co. LLC

8507 Inverness Drive NE

Seattle, WA 98115-3934

Or email these materials to joseph.diehl@gmail.com

The Tribe reserves the right to close this announcement when a sufficient pool of qualified applicants is received, to interview only those candidates who best meet the needs of the Department, and to modify duties as the Board directs. Indian Preference will be applied in accordance with applicable law and Tribal policy. The selected candidate must successfully complete a background check and any other pre-employment requirements of the Tribe.