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## Job Vacancy Announcement Executive Director

Tamaya Housing Incorporated (THI) is seeking an Executive Director. The THI Executive Director is the Chief Administrator of the THI. The Executive Director, together with other personnel employed by THI, is responsible for carrying out THI housing programs. The Executive Director will have the authority to hire personnel, plan and manage THI operations, implement THI program policies, and promote and provide quality and affordable housing for the betterment of the community of the Pueblo of Santa Ana. The Executive Director will be responsible for drafting and revising, when necessary, policies and procedures as required by the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) and tribal laws, for adoption by the THI Board of Directors. The Executive Director must conduct himself/herself in an ethical and professional manner at all times.

This position is open until filled.

SALARY: DOE  
FULL TIME – EXEMPT POSITION

### **MINIMUM QUALIFICATIONS:**

Minimum qualifications include a bachelor's degree in business/public administration or equivalent experience, and possess effective written and verbal communication skills. At least four years supervisory experience in supervising employees and knowledgeable in personnel policies and human resources is required. Two to three years' experience related to the operation or management of a housing program and/or experience in the construction/building field. Knowledge of computer software including Microsoft Office (i.e., Word, Excel, Outlook, etc.) Must possess a valid driver's license and insurable under THI's vehicle insurance policy. Budgeting, contract and grant administration experience highly desirable. Must be familiar with and knowledgeable of federal regulations and guidelines.

Pueblo of Santa Ana Tribal Preference and preferences for training and employment pursuant to Section 7(b) of the Indian Self Determination and Education Assistance Act, apply.

Contact Corrine Yepa, Administrative Assistant at (505) 771-2060 for a THI employment application form (THI form required).

*"Sustaining the heritage of Tamaya's future through building quality, safe and affordable homes."*