



Training and Technical Assistance Program Director

The National American Indian Housing Council (NAIHC) is seeking a highly qualified individual to serve as full-time Training and Technical Assistance Program Director. Applicants based in the Washington, DC metro area highly preferred.

Job Description: The Program Director is responsible for managing and overseeing the Training and Technical Assistance (T&TA) program, a major initiative within NAIHC. NAIHC supports its members representing tribal housing authorities, tribal housing departments and Tribally-Designated Housing Entities to assist in building capacity, to support their goal of self-determination under NAHASDA, and to provide culturally relevant and quality affordable housing for native people. In doing so, NAIHC engages subject matter experts, trainers, industry professionals and consultants who deliver high-quality training to NAIHC members. NAIHC members include 270 Federally-recognized tribes. The Program Director is the senior advisor to the Director of Operations at NAIHC. The Program Director oversees all T&TA activities and supervises a staff of four professionals. In addition to managing day-to-day T&TA activities, the Program Director develops new and innovative ideas for future program delivery; ensures program goals and work plans are carried out; ensures that funds are expended appropriately; recruits and maintains a robust cadre of training professionals to meet members' needs; drafts contracts and statements of work; plans for and arranges all upcoming training sessions carried out at NAIHC conferences; manages NAIHC's in-person and online Leadership Institute and LIHTC certification programs; prepares required documentation and invoices for grantors as required; assists in the annual budget process for NAIHC; and ensures payments to vendors and collections of all receivables.

Qualifications: Bachelor's degree in business, community development, urban planning, or a related field – or equivalent experience. Candidates with a minimum of four years of experience as an executive director (or housing director) of an Indian housing program will be strongly considered. The candidate should possess strong oral, time-management, writing and editing skills; be a team player with a temperament to communicate with a wide variety of personalities in a professional manner; and effectively supervise and lead staff to work productively. The candidate preferably has worked with HUD Exchange and Disaster Recovery Grant Reporting (DRGR) platforms. Working experience with Microsoft Office Professional, Deltek Costpoint, and Adobe Acrobat Pro are added pluses for any candidate.

Salary: Salary level depends on experience. NAIHC offers an excellent benefit package.

Enrolled Members of a Federally-Recognized Tribe: NAIHC is an equal opportunity employer. However, NAIHC will provide consideration in its employment practices to persons who are members of federally-recognized Indian tribes and Veterans to the extent permitted or required by law. Persons wishing to be considered under this policy must provide a duly authorized certificate of tribal enrollment.

Interested applicants should submit a cover letter, resume/vitae, and 3 professional references to NAIHC Director of Operations, Simone Auger, at sauger@naihc.net. Candidates selected for interviews must be available for face-to-face interviews upon request. Open until filled.

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