



~JOB ANNOUNCEMENT~

TITLE: EXECUTIVE DIRECTOR

LOCATION: Lac du Flambeau Chippewa Housing Authority

SALARY & BENEFITS: Negotiable

REPORTS TO: Chippewa Housing Authority Board of Commissioners

REQUIREMENT: Mandatory Drug Test, Random thereafter, Pass Background check, Valid Driver's License, Liability Insurance

CLOSING DATE: Open Until Filled

Job Summary: The Executive Director is responsible for managing the Chippewa Housing Authority, the designated housing entity for the Lac du Flambeau Tribe. The person occupying this position is expected to employ sound management skills and professional business standards in the day-to-day operations of the Housing Authority and its projects. This position will oversee the assignment and supervision of work for approximately 25+ employees. Other responsibilities include, but are not limited to: planning current and future housing projects; preparation of the Annual Housing Plan; serving as Contract Officer for construction projects; preparing requests for proposals and bid documents. This position is also responsible for assisting in grant writing by actively searching for and submitting grants relating to housing development. The Executive Director reports directly to, and is supervised by, the Chippewa Housing Authority Board of Commissioners, the governing entity of the organization.

Job Qualifications: Must have a BA or BS degree in Public Administration, Business Administration, or 10+ years of work experience in a related field with substantial experience in housing management and strategic leadership.

SUBMIT RESUME AND JOB APPLICATION TO:

LDF Chippewa Housing Authority
Attn: Board of Commissioners Secretary
PO Box 187
Lac du Flambeau, WI 54538

Applications and a detailed job description can be found on our website <https://www.ldfcha.org>, or are available for pick up at the LDF Chippewa Housing Authority Human Resource Department.

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.