



# SPOKANE INDIAN HOUSING AUTHORITY

6403 Sherwood Addition, P.O. Box 195  
Wellpinit, WA 99040  
(509) 818-1460 Fax (509) 258-7188

## JOB

ANNOUNCEMENT #	<u>25-SIHA-07</u>
TITLE	<u>(NEW TITLE) DEPUTY DIRECTOR/EXECUTIVE DIRECTOR TRAINEE</u>
SUPERVISOR	<u>SIHA EXECUTIVE DIRECTOR</u>
STATUS	<u>FULL-TIME, EXEMPT</u>
RATE OF PAY	<u>DOE/DOQ (min. \$50 / hour starting)</u>
OPEN DATE	<u>(NEW OPEN DATE) SEPTEMBER 30, 2025</u>
CLOSE DATE	<u>(NEW CLOSING DATE) OCTOBER 20, 2025</u>

The Spokane Indian Housing Authority (SIHA) is re-opening the search for this key leadership position and has updated the title from “Operations Manager/Executive Director Trainee” to Deputy Director/Executive Director Trainee. Please note that the primary responsibilities and qualifications for the role remain the same.

The goal of this role is a rapid, performance-based transition to the Executive Director position following a successful training period, with a target transition date to be determined based on the trainee’s progress and the needs of the organization.

Spokane Indian Housing Authority (SIHA) provides a variety of housing-related services to eligible applicants within our service area. SIHA’s mission is to empower all Spokane Tribal members by creating housing and housing opportunities to have a safe, suitable, and affordable home within the SIHA service area.

### Primary Responsibilities

The Operations Manager/Executive Director Trainee oversees SIHA’s daily activities, focusing on increasing efficiency, improving processes, and ensuring the organization aligns with the organizational goals. Duties include:

- Performance Monitoring
  - Oversee the coordination and execution of daily operational activities across the organization.
  - Conducts routine meetings with each department to enhance interactions with management and to cultivate an open forum for new ideas.
  - Lead, train and develop staff to foster a high-performance culture and ensure operational excellence.
  - Serve as the primary point of contact for operational needs and functions.
  - Work with each department to develop and maintain standard operating procedures (SOPs) for all core operational tasks.
- Process Improvement & Implementation
  - Evaluate existing workflows, identify inefficiencies, and implement improvements.
  - Keep SIHA up-to-date on related program rules and policies. Maintain knowledge of

changes in program rules and procedures and suggest changes as needed.

- Cross-Department Collaboration
  - Act as a liaison between departments to facilitate communication and workflow.
  - Coordinate meetings, training, and company events.
  - Prepare and deliver operational reports and recommendations to the Board of Commissioners.
- Financial Administration
  - Support operational budget planning and monitor expenses to ensure fiscal responsibility.
  - Review and process invoices, ensuring accuracy and compliance with policies.
  - Identify cost-saving opportunities without compromising quality of service.
- Other duties
  - Lead liaison with the Board of Commissioners, Tribe, and outside organizations
  - Directs, monitors, and evaluates the procurement and contract process to ensure contract compliance and quality control.
  - Assures effective and efficient implementation of grant monies and program compliance with policies and regulations imposed by funding sources.
  - Assists in the creation of and enforces compliance with all SIHA Policies and Procedures.
  - Prepares and presents administrative, statistical, and fiscal reports.
  - Directs the preparation of the Indian Housing Plans and Annual Performance Reviews for submission to HUD.
  - Secures additional funding and grant money for continuation and expansion of program services.
  - Performs other duties as assigned.

#### Experience and Skill Requirements

The requirements below represent the education, knowledge, skills, and abilities needed to successfully meet the required duties of this position:

- Minimum Education and Experience
  - Bachelor's degree in business administration, public works, or related field.
  - Three to Five years progressive experience in a related field.
  - 5 years in a supervisory position
  - An equivalent level of education and experience that demonstrates the applicant's ability to meet the needs of the position may be considered.
  - Must be capable of passing a background check and drug screening.
  - Must have, or obtain, a valid Washington State Driver's License and be insurable.
- Knowledge
  - Knowledge of traditional forms of government and tribal customs and traditions.
  - Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
  - Knowledge of department organization, functions, objectives, policies, and procedures.
  - Knowledge of management principles and supervisory techniques.
  - Knowledge of the general principles of grant writing.
  - Knowledge of budget preparation.
  - Knowledge of procurement procedures.
  - Knowledge of and sensitivity to tribal customs and beliefs.
- Skills
  - Proficient computer skills
  - Must have excellent communication skills
  - Strong organizational skills

- Strong time management skills
- Critical thinking skills
- Mathematical skills (addition, subtraction, measurements)
- Skill in preparing, reviewing, and analyzing operational and financial reports
- Skill in supervising, training, and evaluating assigned staff.
- Abilities
  - Ability to build and maintain professional relationships
  - Ability to read and interpret a variety of reports, reviews, and other necessary documents
  - Ability to work independently and within a team
  - Ability to listen and take direction
  - Ability to thrive in fast-paced, high-demand environments
  - Ability to maintain a positive/productive attitude during stressful situations
  - Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
  - Ability to operate MIP Accounting software and various word-processing, spreadsheets, and database software programs in a Windows environment.
  - Ability to meet strict timelines.
  - Ability to communicate efficiently and effectively both verbally and in writing.
  - Ability to analyze situations and adopt appropriate courses of action.
  - Ability to make solid decisions and exercise independent judgment.
  - Ability to maintain confidentiality and use discretion when dealing with sensitive information.
  - Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations and responses to questions.

**Application Requirements:**

- A complete Spokane Indian Housing Authority Application and/or;
- Letter of interest and resume of applicable experience.
- Three (3) professional references (employers or supervisors you have worked for).

**TO APPLY:**

Applications are available at the Spokane Indian Housing Authority:  
 6403 Sherwood Addition Rd, Wellpinit, WA 99040 OR online at [www.spokaneiha.com](http://www.spokaneiha.com)  
 Contact: Fawn Brigman  
 Phone: (509) 818-1469  
 E-mail: [fawn@spokaneiha.com](mailto:fawn@spokaneiha.com)

*Applications must be received in the Human Resources Department no later than 4:00 p.m. on the closing date.*

*The Spokane Indian Housing Authority reserves the right to hire according to its Indian Preference Policy*

*All Applicants are subject to a Pre-Employment Drug Test and Background Check  
 All Positions with the Spokane Indian Housing Authority are subject to a 90-day orientation period*