

ALL MISSION INDIAN HOUSING AUTHORITY

SERVING THE HOUSING NEEDS OF SOUTHERN CALIFORNIA TRIBES FOR 50 YEARS

◆ 27368 Via Industria, Suite 113, Temecula, CA 92590 ◆



Executive Director

Reports to: Board of Commissioners

Salary: \$115,000 to \$125,000 DOE

Status: Full-Time/Exempt/Salary

General Statement of Duties:

The Executive Director manages, plans, directs, controls, and supervises housing management and operations, human resources, and financial management of allocated resources, including development, construction, and infrastructure projects. Ensures compliance with all applicable federal, state, and tribal laws, rules, and regulations.

Position Summary:

Provides leadership and direction for the All Mission Indian Housing Authority, an authorized Tribally Designated Housing Entity (TDHE) serving fourteen (14) Indian tribes in Southern California. Responsible for managing, planning, directing, controlling, and supervising human resources, property management, financial management, records management, and maintenance operations. Manages multi-million-dollar projects in accordance with federal and state laws, rules, and regulations. Develops annual budgets, contracts, and grants, including funding agreements. Coordinates, collaborates, and communicates with the Board of Commissioners regarding organizational policies, approval of contracts, and implementation of projects, including infrastructure and community housing development projects such as Low-Income Housing Tax Credit housing developments. Maintains inventory compliance with established policies and procedures, oversees capital asset management, and develops corrective action plans to address identified deficiencies. Establishes and maintains professional relationships with stakeholders and staff to ensure the highest level of service to the communities served.

Job Responsibilities:

- Provide strategic vision and leadership for the organization by developing and implementing a comprehensive strategic plan, and by developing and revising strategic goals based on unmet needs and the avoidance of duplication or overlap of resources to ensure long-term organizational sustainability and growth.
- Promote collaborative impact and governance and drive the success of a diverse culture.
- Support department and program operations for team members in the delivery of best practices by providing quality services for tribal individuals and families served through the organization and tribal communities.

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- Promote the mission statement by engaging in and participating in community events, forums, civic organizations, and advocacy, and develop effective partnerships with tribal communities, agencies, and programs on housing assistance opportunities while maintaining strong working relationships with tribal groups.
- Ensure policy activities align with the mission and vision of the organization and implement policies established by the Board of Commissioners, recommending new or revised policies as needed.
- Serve as the primary spokesperson for the organization to stakeholders, media, and the public.
- Develop a financial strategy that complies with funding agencies' rules and regulations; oversee the organization's financial budgets, resources, and asset management; administer financial and administrative functions to ensure immediate and long-term fiscal integrity; and manage financial resources allocated for affordable housing development in accordance with applicable laws and budget guidelines.
- Develop and submit an annual report and budget for the Board of Commissioners' review and approval and provide regular updates and operational reports to the Board regarding key decisions, financial matters, program operations, and the utilization of organizational resources.
- Maintain contact with appropriate branches of the U.S. Department of Housing and Urban Development (HUD) to ensure compliance with NAHASDA program guidelines and regulations, and oversee the preparation and submission of required financial, regulatory, and performance reports.
- Prepare funding applications for grants, including but not limited to ICDBG and IHBG.
- Interpret and enforce the Authority's Human Resources Policy; approve personnel actions as described in the policy; conduct performance appraisals of direct-report staff; review performance appraisals prepared by Department Heads and others, as deemed appropriate; establish departmental performance goals; monitor departmental performance; and implement strategies to improve performance.

POSITION REQUIREMENTS

Education:

High school diploma required. Minimum of a bachelor's degree (master's preferred) in business, public administration, finance, or related fields from an accredited college or university plus five (5) years of executive management experience (or equivalent combination).

Experience:

Knowledge of federal budgets and accounting including 2 CFR Part 200 Uniform Administrative Guidance and HUD Federal housing experience is highly desirable. Possess five (5) years of housing experience managing and administering housing

programs, and possesses the ability to build effective teams, ability to negotiate, coordinate several major management functions simultaneously and projects. Possess five (5) years of executive leadership experience in housing management operations and community development including infrastructure project management.

Skills:

Incorporate critical thinking and implement problem-solving strategies in the development and execution of strategic plans. Demonstrate the ability to organize, direct, plan, and coordinate business operations. Build and maintain effective relationships with the Board of Commissioners, employees, tribal government officials, and volunteers. Coordinate, collaborate, and communicate with community agencies, non-profit organizations, and housing industry groups, including utility companies, on public policy initiatives and infrastructure development plans. Promote diversity, confidence, and respect within the organization and among the fourteen (14) tribes served. Demonstrate strong verbal and written communication skills, including public speaking. Exhibit effective financial management skills, including budgeting, analysis, decision-making, and reporting.

Native American Preference:

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.

American's With Disabilities Act (ADA):

The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

Equal Opportunity Employer, Alcohol and Drug-Free Workplace, Indian Employment Preference.

Benefits Offered:

- Paid Holidays
- Vacation and Sick Leave
- Parental Leave
- Health Insurance
- Vision Insurance
- Dental/Life Insurance
- Pension/401K

Work Authorization: United States (Required)

Work Location: Temecula, California

How to Apply:

Submit cover letter, resume, and three references to yyazzie@amiha.org This position is open until filed.

To be considered for Native American Preference, applicants must submit verification of Tribal affiliation with their resume.