

Deputy Executive Director – Housing Development/Property Management Company

A successful housing development and property management company seeks an experienced housing professional to serve as Deputy Director. Reporting to the Executive Director, the Deputy Director must have a demonstrated successful track record of administrative and affordable housing development experience in a not-for-profit environment. The Deputy Director must demonstrate the ability to effectively inspire and lead a professional team, as well as establish and maintain excellent relations with federal, state, and local government agencies. Must have a Bachelor's Degree in Public Administration, Urban Planning, or Business. Extensive and successful experience in senior level positions performing similar housing development work may be substituted for the degree requirement. Must be attentive to detail, and have strong comprehension skills in reviewing various contracts, real estate and legal documents, partnership agreements, and program guidelines in affordable housing development programs. Strong computer and business analytical skills are required. Successful candidate must have a valid Ohio driver's license and a satisfactory driving record. Must successfully pass a criminal history investigation and other pre-hire screenings. Travel throughout the state and other locales is required. E-mail or mail resume and college transcripts by December 16, 2011 to: C. Dixon, Business Excellence Solutions, P.O. Box 140062, Toledo, OH 43614 or e-mail: bizexcellence@aol.com EOE