



Seeks Executive Director

About Newton Housing Authority

Founded in 1959, the [Newton Housing Authority \(“NHA”\)](#) has proudly stood as the largest provider of affordable housing in the City of Newton, offering vital [housing assistance](#) to over 1,000 low-income residents. Through its administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program, NHA does not just provide homes—it creates opportunities for a brighter future. The NHA also manages a diverse portfolio of ninety-three units, ranging from studios to three-bedroom apartments, ensuring quality and affordability for Newton residents.

The NHA’s commitment to excellence goes beyond bricks and mortar; the organization is dedicated to providing a safe, clean, and dignified living environment that every resident deserves. The NHA also believes in fostering a vibrant community spirit, and its expanded [Resident Services Program](#) is designed to enrich the lives of residents with high-quality social services and clinical case management.

As the NHA looks to the future with its 2024-2027 strategic plan, it has identified seven key [priority areas](#): Real Estate Development, Management and Maintenance, Resident Services and Programs, Collaboration and Communication, Financial Management, Internal Systems, and Board Development. The NHA’s [core values](#)—Housing is a Fundamental Right, Stewardship, Quality, Anti-Discrimination, Compassion and Respect, Fairness and Equity, and Resilience—guide everything the Authority does.

With a dedicated team of 30 professionals, an annual operating budget nearing \$16 million, and net assets of approximately \$27 million, the NHA is well-positioned for growth. The Board of Directors, comprised of influential real estate and community leaders, ensures the NHA stays at the forefront of the affordable housing industry.

About the Transition

After her remarkable 20-year journey with the NHA, the last thirteen as its Executive Director, Amy Zarechian will depart the Authority upon the appointment of a new visionary Executive Director to carry its mission forward.

Opportunity Going Forward

Reporting to the Board of Commissioners, the Executive Director will have the opportunity to lead a well-established and highly effective housing authority with financial strength and security. In addition to efficiently overseeing all operations, compliance, finances, culture, governance, and resource development, high priorities for the Executive Director include:

- Leading the staff and Board of Commissioners to operationalize the 2024-27 strategic plan ensuring that NHA strikes the optimal balance amongst the competing priorities of property management, real estate development, and resident services.
- Networking regularly with community leaders to position NHA as a proactive housing developer while ensuring that the infrastructure and expertise exists on staff to capitalize on its reputation, relationships, and financial resources to expand affordable housing in Newton.

- Evaluating and potentially altering NHA’s organizational structure and reporting relationships to ensure that the Authority provides the optimal services to its residents while empowering all staff members to maximize their contribution.
- Navigating the transition from a long serving leader, ensuring that existing and strong relationships with the City of Newton, local and state legislators, and other partners are maintained and grown.
- Determining and implementing a staff recruitment and retention strategy to ensure NHA is fully staffed to mitigate persistent delays in application processing, recertifications, and maintenance.
- Expanding NHA’s use of technology to automate processes, eliminate paperwork, and provide additional flexibility for remote work.
- Developing the Board of Commissioners to increase its institutional impact and to foster stronger and more supportive relationships between the board and staff.

Profile of the Ideal Candidate

Credentials:

- Eight years’ experience in public or private housing, community development, public administration, non-profit administration, or a closely related field.
- A minimum of three years’ supervisory experience of a staff of ten or more.
- Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations is desirable but not required and may be substituted by high level business or other administrative experience.
- While not required for hiring, certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA of an EOHOC-approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment.

Skills and Qualities:

Experienced Manager of People and Culture

- Experienced at hiring, onboarding, overseeing, motivating, retaining, and developing professional staff who are held to equal and high levels of accountability.
- Skilled at evaluating and implementing an organizational structure that empowers staff and maximizes collective contribution.
- Able to create and implement a work culture aligned with NHA’s values, one which supports collaboration, prioritizes customer service, and implements human resource best practices to recruit and retain mission-driven staff.
- Skilled and approachable listener who is respectful of staff and residents and who considers all opinions to make informed decisions.
- Experience working with economically diverse populations many of whom have experienced poverty, trauma, and/or mental illness.

Strategic and Visionary Administrator and Leader

- Proactive, intellectually curious, creative, and innovative, with the ability to consider alternative strategies and make choices that collectively benefit NHA.
- Working knowledge of the maintenance systems, personnel, and other management systems associated with public or private housing.
- Financial acumen with the ability to manage budgets and reporting and to understand the business and financial models of real estate development and affordable housing.
- Skilled at implementing management controls, systems, and business process changes.

- Able to develop and utilize resources, such as developer fees, tax credits, incentives, and grants to support NHA’s mission.

Relationship Builder, Networker, and Collaborator with Excellent Communication Skills

- Excellent written and verbal skills necessary to effectively communicate with staff, residents, the board, City officials, and community leaders.
- Compelling and eager spokesperson willing to serve as a vigorous NHA representative at public forums and committee meetings to enhance the Authority’s profile and expand its impact.
- Able to navigate political landscapes effectively and to be a fearless, innovative, and diplomatic leader who can advance NHA’s agenda.
- Understanding of the government and legislative practices related to affordable housing and real estate development.
- A collaborative and patient spirit with the ability to consider diverse opinions and perspectives, manage tensions, and move others toward compromise.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a 37.5-hour work week and starting salary range of \$135,000 to \$153,000, commensurate with experience and qualifications, as well as a potential for an annual bonus. The NHA also offers a comprehensive and generous benefits package; the details of the Commonwealth of Massachusetts Employees, Retirees, and Survivors benefits guide can be found [here](#).

Application Process and Additional Information

The NHA is an EOE and is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to maximize their skills and talents to serve its citizens.



The NHA views diversity, inclusion, and cultural competence as vital guiding principles in its work. The NHA welcomes and encourages applications from visible minority group members, Indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Candidate must include a resume and a cover letter, both in PDF format, which describe how qualifications and experience match the needs and mission of the NHA. Applications received by October 15, 2024 will receive priority. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>.

This executive search is being conducted by [Eos Transition Partners](#) consultant, John Tarvin. All submissions will be acknowledged and are confidential, and any questions can be submitted to John at: jtarkin@eostransitions.com.