



JOB DESCRIPTION

POSITION TITLE:	Chief Executive Officer	REPORTS TO:	ARHA Board of Commissioners
DEPARTMENT/DIVISION:	Administration	FLSA STATUS:	Exempt
DATE:	October 1, 2026	EMPLOYMENT STATUS:	Full-Time

Position Summary

The Chief Executive Officer (CEO) has total responsibility for leading, managing, planning, directing and improving the Alexandria Redevelopment and Housing Authority's (ARHA's) assets, programs, redevelopment initiatives and resident services. The CEO is the organization's primary liaison with the ARHA Board of Commissioners (Board), HUD, and state and local entities.

The CEO's role is to support ARHA's day-to-day operations as well as strategic goals and objectives that will produce the results that accomplish ARHA's mission.

Essential Functions

The essential functions below illustrate the broad scope of executive responsibilities assigned to this position. These examples do not limit or exclude other duties that are similar, related, or logically assigned with the role of CEO. The CEO performs the following functions and any additional responsibilities as directed by and on behalf of the Board.

CEO/Board Relationship

- Works under the Board's direction to implement strategies, plans, and policies, and keeps the Board appropriately informed on ARHA matters.
- Provides strategic leadership to the Board of Commissioners by serving as its Secretary and primary liaison, ensuring clear and comprehensive communication on financial status, operational performance, and priority initiatives. Proposes policy initiatives aligned with ARHA goals and delivers high-level analyses that inform decision-making, enhance operational efficiency, and strengthen long-term organizational performance.
- Collaborates with the Board to develop ARHA's strategic and operational plans. Designs effective organizational structures and plans, and implements internal policies, programs and priorities.
- Serves as the key conduit between the Board and ARHA staff. Responds promptly to Board inquiries and often acts as ARHA spokesperson and representative to ARHA's residents and the Alexandria community.

CEO Leadership

- Provides effective, collaborative and ethical executive leadership to administer, manage, and direct the daily affairs and activities of ARHA in a best-practices continuous-improvement manner and in accordance with all applicable housing authority laws, rules, and regulations, as well as with the bylaws, plans, and policies adopted by the Board.

- Leads the senior executive team to develop high-performing skills and to meet annual and long-term goals and objectives, including plans associated with Board, HUD, federal, state and local mandates, ensuring policies, plans, and procedures align with ARHA's mission, vision, and strategic initiatives.
- Serve as a leader and mentor to ARHA staff in helping them achieve their highest potential.

Real Estate Development / Asset Management

- Provides executive oversight of ARHA's real estate portfolio by managing all property transactions and redevelopment negotiations and resulting agreements to ensure integrity, alignment with ARHA's mission, and appropriate risk management. Maintains a current, strategically aligned real estate redevelopment plan and repositioning strategy, and conducts regular portfolio analyses to assess performance, identify opportunities, and adjust business strategies and partnerships to support long-term ARHA goals.
- Ensures that periodic Physical Needs Assessments of all ARHA properties are undertaken, resulting in increased investments via a to-be-developed multi-year comprehensive capital improvement program.
- Focuses on residential maintenance practices and outcomes in order that ARHA's real estate portfolio is maintained at least at levels required by HUD, as well as required by local ordinances.

Management and Administration

- Provides strategic leadership of ARHA's human resources by partnering with the Director of Human Resources to administer compensation, make final personnel decisions, recommend salary and benefit structures to the Board, and set performance systems aligned with ARHA's mission and goals.
- Fosters a positive, ethical, accountable and mission-driven team-focused organizational culture by supporting staff, promoting professional growth, designing and implementing an organizational development plan, and setting performance systems aligned with ARHA's mission and goals.
- Provides strategic financial leadership by partnering with ARHA's Director of Finance to ensure the accurate preparation of all financial reports and directing the development and timely preparation of ARHA's operating budget. Manages ARHA's financial affairs, authorizes expenditures, and ensures effective and efficient use of funds. Identifies and secures non-federal funding sources to strengthen the long-term viability of ARHA's housing and service programs.
- Ensures responsible and ethical stewardship of all ARHA assets by upholding strict standards for the use, care, and protection of funds and assets. Oversees and participates in contract negotiations with external agencies and companies for major maintenance and management services.
- Engages in ongoing professional development and collaborates with peer agencies, the Alexandria City government, and community organizations on mutually beneficial initiatives

CEO/Residents/Stakeholders

- Engages with ARHA residents, public officials, governmental representatives, partner agencies and community organizations to discuss ARHA's goals, priorities, challenges, and emerging concerns, seeking alignment between ARHA resident and community needs and priorities.

- Ensures a fair, responsive, and transparent resident and voucher holder experience by addressing unresolved requests and complaints, guiding residents on their hearing rights, maintaining a service program centered on trust and timely support, and implementing effective communication and engagement systems that keep residents and participants fully informed of ARHA's plans, policies, and actions.
- Maintains a responsive, transparent, and collaborative working relationship with HUD and other federal, state, and city officials.

Education and Experience

- Bachelor's degree in public administration, business administration, urban planning, community development, or a related field from an accredited four-year college or university is required. A master's degree in one of the above disciplines is preferred.
- Minimum of seven (7) years of progressively responsible professional experience in public administration, public finance, real estate or property management, or a related field involving management of multifamily housing or redevelopment projects.
- At least 10 years of professional program management work experience, including 7 years of senior-level management experience in public housing, affordable housing, and/or real estate/redevelopment environment.
- An equivalent combination of education and experience may be considered.

Job Competencies

- Highly advanced leadership and management skills.
- Strong knowledge of organizational leadership principles, including governance relations, operating policies and procedures, and the infrastructure of affordable housing entities.
- Demonstrated ability to collaborate with the Board on policies affecting ARHA, including strategic initiatives, economic feasibility, business planning, and day-to-day management.
- Must possess high ethical standards and be politically astute.
- Experience in mixed-income housing and economic development, demonstrating visionary entrepreneurial business development and negotiating skills.
- Proven track record of developing complex, executable real estate strategies that support ARHA's objectives.
- In-depth understanding of the real estate life cycle, project management methodologies, and effective negotiation.
- Experience with federal and state funding, including Low-Income Housing Tax Credits (LIHTC).
- Ability to appropriately leverage funding and assets in support of ARHA's mission.
- Advanced understanding of and experience with fiscal responsibility and budgeting, including building and balancing budgets, overseeing financial health, and communicating financial issues clearly.

- Comprehensive knowledge of and experience with affordable housing issues, community planning, and urban development.
- Demonstrated, comprehensive knowledge of HUD programs, regulations, and directives, along with all applicable federal and local laws and regulations.
- Ability to develop and maintain stakeholder relationships with federal, state, and local agencies, as well as other partners.
- Demonstrated ability to build consensus.
- Experience with political and community advocacy.
- Excellent oral and written presentation skills.

Supervision Controls

The CEO may receive direction from the Board of Commissioners or other governing or regulatory agencies. The CEO generally operates independently, establishing methods, deadlines, priorities, and objectives without routine supervisory guidance. When instructions are issued, they are typically detailed and specific, applying to unusual or infrequent circumstances; otherwise, guidance is provided through Board directives or policy statements. The CEO exercises independent judgment for situations not addressed by established guidelines, consulting the Board or senior staff only in serious or exceptional cases. The CEO's performance is reviewed regularly to assess progress and achievement of organizational goals.

Under normal conditions, the CEO assigns general responsibilities to department supervisors, identifying priorities, deadlines, and objectives. Direct, detailed assignments to executive office staff are infrequent but may include expectations regarding tasks, timelines, quality, quantity, and priority. The CEO supervises professional, managerial, and clerical employees and oversees multiple work units performing both related and unrelated functions.

Guidelines

Guidelines followed by the CEO include applicable laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, Board of Commissioners' policy directives, and technical assistance issued by HUD. The CEO also seeks informal guidance, on their own initiative, from other housing authorities, professional organizations, and housing-related groups.

The CEO carries out responsibilities by applying established principles of housing authority management and exercising independent judgment in a wide range of decision-making situations. Routine operational, financial, and personnel decisions are guided by internal policies and procedures and by federal, state, and local laws and regulations. Compliance with these guidelines is periodically monitored by the Board of Commissioners and HUD.

Complexity

The CEO performs a wide range of duties that are not always closely related and must routinely make decisions in unusual circumstances, when data conflict, or in other non-routine situations affecting the overall management and operations of the Authority.

Some responsibilities involve complex or high-stakes situations, such as responding to life-threatening emergencies—including failures of gas or electrical systems—or overseeing major initiatives like the Capital Funds Program.

Regular interaction with residents, staff, the Board of Commissioners, City officials, media representatives, members of Congress, and the general public requires exceptional patience, tact, and diplomacy.

Continually changing laws and regulations require the CEO to frequently update and implement Authority plans, policies, and procedures, particularly those affecting applicants and residents, such as eligibility requirements, federal selection preferences, and rent calculations.

Scope and Effect

The CEO's leadership affects the Authority's image in the community, staff throughout the Authority, and the Authority's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Authority's overall mission: to provide its residents housing that is decent, safe and sanitary and programs and services that meet their needs. Successful accomplishment of that mission can result in the betterment of housing in surrounding communities and provides a positive image in the community.

Personal Contacts

The CEO has contact with a broad range of individuals, including the news media; Board; federal, state, and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Authority personnel. Most contacts with people outside the Authority are relatively unstructured and require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes, including giving or gaining information; planning, coordinating, advising, motivating, influencing, and directing persons or groups; and justifying, defending, negotiating, and resolving significant matters.