

Employment Opportunity:

Type of Opportunity: () Internship (X) Full-time Job

Date Posted:
and Housing Services

April 14, 2009

Job Title: Director of Real Estate Management

Application Deadline:

April 30, 2009

Runstad Code ID Number: (to be assigned)

Company Profile:

Tacoma Housing Authority provides high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them become self sufficient, that strengthen communities and that use its public and private resources efficiently and effectively. Real Estate Management and Housing Services is the largest department within THA with about 60 employees. THA has approximately 1500 residential units, nonresidential properties, varied housing subsidy programs and a rental assistance programs that assists about 3,600 households.

Job Description:

The Tacoma Housing Authority seeks a motivated, decisive, forward thinking leader to assume the position of Department of Real Estate Management and Housing Services. This position is responsible for the budget, maintenance and operations, policies, and regulatory compliance of THA's complex and growing portfolio of residential and nonresidential properties and its rental assistance programs. The Director of Real Estate Management and Housing Services will understand, internalize, and be able to communicate the mission and objectives of THA in many settings. Reporting directly to the Executive Director, s/he will advance the mission of the agency through asset management, supervision of department staff, and participation on the executive team.

Time/Duration:

Full-time/indefinite

Compensation:

\$78,000 to \$107,000 plus benefits

Educational Requirements:

BA/BS/Undergraduate

Qualifications:

Skills:

Ideal Candidate:

Contact Information:

To apply for this exciting and challenging position, mail, fax or email the following:

- A completed THA application (available to print at www.tacomahousing.org)
- A cover letter and resume detailing how your background and accomplishments meet the primary duties and qualifications for the job.
- An essay (maximum of 3 pages) offering your views of THA's position specifically and the current state of the housing industry more generally.
- Salary history and expectations.

Applicants should send the above mentioned information to: Waldron & Company; 1100 Olive Way, Suite 1800, Seattle, WA 98101; 206.441.4144; 206.441.5213 (fax); info@waldronhr.com.

THA is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity.