

**Medina Metropolitan Housing Authority
Career Opportunity
Executive Director**

Important Application Instructions: All applications must include resume and cover letter and must be submitted to: mmhadirectorsearch@gmail.com. Applications will be accepted until 5 p.m. on Friday, August 29, 2025. ***Applications submitted through online job boards and other platforms will not be considered.***

The Medina Metropolitan Housing Authority (MMHA or The Authority), established in 1953, provides affordable, quality housing for eligible residents throughout Medina County. MMHA owns or manages 16 properties scattered throughout Medina County totaling 565 units ranging from single family homes to multi-storied apartment buildings and provides assistance to more than 700 other households. MMHA has a Housing Choice Voucher Program, a Tenant Rental Assistance Program, Emergency Housing Programs, and Special Needs Housing Programs. Funding for MMHA services comes primarily from rental income, fees and federal housing subsidies and all of the Authority's properties and programs are self-sustaining.

MMHA is governed by a five-member, publicly appointed volunteer Board of Commissioners and has 48 employees. The Authority's headquarters is located in the City of Medina.

Executive Director, MMHA, Medina, Ohio

MMHA is seeking a dynamic, collaborative, and experienced leader to build the capacity of the Authority and to carry out its mission: *We create and advocate for quality, innovative and diverse housing choices; we support those who face housing challenges with resources and opportunities; and we collaborate with partners who share our vision for stronger communities.*

The Executive Director of MMHA:

- Works closely with internal and external stakeholders to formulate a shared vision for MMHA and to develop strategic plans at regular intervals.
- Identifies and evaluates opportunities for organizational growth along with associated risks.
- Assesses the effectiveness of existing housing options and develops new housing choices to meet community needs.
- Develops and maintains collaborative relationships with individuals, organizations, and community partners that build awareness, expand housing choices, and increase funding.
- Ensures the efficient operation of the Authority in accordance with Board policy, HUD regulations, and applicable local, state and federal laws.
- Hires, supervises, and evaluates staff; encourages collaboration and high performance.
- Maintains a positive and productive relationship with the collective bargaining unit.
- Ensures that MMHA properties are well maintained, efficiently operated, and are assets to their neighborhoods.
- Identifies potential properties for purchase; works through the MMHA Board on financing and purchase process.
- Oversees the research and application process for state-funded and other grants to obtain funds for building/purchasing properties and for repairs/renovations from governmental agencies and nonprofit organizations.

- Oversees the preparation and distribution of bid specifications for new construction projects; evaluates and recommends proposals to the Board.
- Oversees all financial activities including annual budgets, compliance audits, investment of funds, and monitoring of financial performance with Finance Director.
- Represents the Authority locally, regionally, and statewide.
- Oversees the development and execution of marketing strategies that increase visibility and promotes MMHA as a provider of high-quality housing that meets the unique needs of its residents.
- Supports Board governance policy development; develops and recommends operational policies.
- Supports the effective engagement of Board members.
- Provides administrative oversight to the Next Step Up Emergency Housing Shelter, the Brunswick Housing Development Corporation and the Wadsworth Housing Development Corporation to ensure compliance with nonprofit standards and reporting requirements.
- Serves as Secretary to the Board of Commissioners, as provided by law.
- All other duties as assigned.

The ideal candidate will embody the core values of MMHA and bring leadership and strategic insights to the work through the following skills and characteristics:

- Has a commitment to the MMHA mission, believing that all members of the community deserve safe and affordable housing.
- Has proven leadership experience in complex environments, preferably in the public sector.
- Has successfully collaborated with internal and external stakeholders to achieve shared goals.
- Is a compelling and persuasive storyteller in both spoken and written communications.
- Demonstrates compassion and empathy, especially in times of crisis.
- Understands how modern technologies can be applied to solving organizational challenges.
- Leads and manages with a growth mindset, open to learning and adapting.

Education and Experience: Bachelor's degree in public administration, business administration, or related field from an accredited college or university required; master's degree preferred. Minimum five years' experience in the housing industry, preferably in public housing or the nonprofit sector. Minimum five years of leadership and supervisory experience. Track record of success in developing and executing strategic initiatives. Other experience/skills highly desired: grant writing; working with governmental and nonprofit funding sources; knowledge of HUD regulations; knowledge of generally accepted accounting principles and their influence on the day-to-day management of a public agency; proficiency with Microsoft Office 365 and experience with database management.

Job Requirements: Must hold a valid Ohio driver's license and be acceptable to the Authority's automobile insurance provider; must pass pre-employment screening; must provide proof of eligibility to work in the U.S. Occasional travel within Ohio is required.

Work Schedule: This is a full-time, exempt position that requires the ability to work evenings and weekends, as necessary. This is not a remote work position. Regular work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Salary: \$125,000 to \$145,000 commensurate with experience and qualifications.