

Executive Director – London Housing Authority
100 Scott Street, Ste #100
London KY 40741

The London Housing Authority (HAL) located in London, Kentucky, seeks qualified candidates for the position of Executive Director.

The Executive Director is responsible for hands-on operations and execution at the community level. The Executive Director responsibilities include the profit and loss, financial performance, leadership of employees, and resident and family satisfaction. He/she also manages the community based on Housing Authority policies, procedures and guidelines and is fully knowledgeable of all state and federal regulations, guidelines and reporting pertinent to the day-to-day operation. Additionally, a key component of this position is the ownership of the Sales & marketing process to ensure maximization of revenue and our market position.

The successful candidate will report to and be expected to partner, advise, and serve as secretary for the HAL Board of Directors.

Executive Director Duties and Responsibilities:

- Experience serving as the primary administrative staff to and implementing the policies and procedures of a Board of Directors.
- Knowledge of public administration, social service delivery, workforce development, grant.
- Experience directing and supervising a staff of professional employees and administrative personnel.
- Excellent communication skills through oral and written means.
- Knowledge and understanding of the function of local, state and federal government, as well as a demonstrated ability to build consensus among officials and partners to further the mission of HAL.
- Experience in budgeting and financial management of a public organization.
- Ensure the quality and appropriateness of resident care meets or exceeds company and regulatory standards.
- Prepares annual budget for facility. Monitor monthly performance of facility in relation to budget and intervenes as needed.

- Recruit, hire, provide orientation/training, and retain a sufficient number of qualified staff to carry out facility programs and services. Ensure employee performance meets or exceeds expectations, and periodic performance appraisals are conducted on a timely basis.
- Makes sure facility is a safe, clean, comfortable, and appealing environment for residents, visitors and staff in accordance with company guidelines.
- Complete required forms and documents in accordance with company policy and state and/or federal regulations.
- Manage all aspects of state or federal government survey processes.

Executive Director Requirements:

- Bachelor's degree in public administration, planning or related field;
- Five (5) years minimum related job experience;
- Demonstrated leadership experience in local/regional government or development administration;
- Previous Experience as an Executive Director with the Housing Authority is highly desired.

Candidates that have minimum qualifications should submit a letter of interest and resume to Indeed.com no later than October 9, 2026.

This executive position offers a competitive compensation range of \$60,000–\$70,000, commensurate with qualifications, leadership experience, and demonstrated expertise. HAL also has benefit options to include medical, dental, vision, LTD, STD, life insurance, retirement, and paid holidays.

Equal Opportunity Employer

HAL is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights (<https://www.eeoc.gov/poster>) notice from the Department of Labor.