



Housing Authority
of Douglas County Oregon
Affordable Housing Since 1944

November 24, 2025

On behalf of the HADCO Board of Commissioners

1000 West Stanton Street

Roseburg, Oregon 97471

EXECUTIVE DIRECTOR RECRUITMENT

ABOUT THE ORGANIZATIONS

MISSION AND VISION

The Housing Authority of Douglas County, Oregon (HADCO) and Douglas Multifamily Property Management Corporation (DMPM) are committed to providing the opportunity for affordable housing that is safe, decent, sanitary, and free from discrimination. We are committed to fulfilling this mission with respect, dignity, and compassion for all persons involved.

ABOUT HADCO AND DMPM

HADCO, in partnership with its supporting corporation, DMPM, is a rural Public Housing Authority (PHA) created in 1944 and located in Roseburg, Oregon. HADCO has 850 Section 8 vouchers, 155 low-rent public housing units, and 267 multifamily units throughout Douglas County. Current annual revenues are \$11.8 million.



ABOUT THE POSITION



POSITION SUMMARY

The Executive Director leads HADCO and DMPM, rural housing agencies committed to providing safe, affordable housing to low-income residents. This role requires a hands-on leader who understands the complexities of rural housing, including limited infrastructure, funding constraints, and the importance of community trust.

The Executive Director oversees all operations, ensures compliance with HUD regulations, and fosters partnerships to address local housing needs.

YOUR TEAM

HADCO is governed by a five-member Board of Commissioners elected by the Douglas County Commissioners. HADCO's supporting corporation Douglas Multi-Family Property Management Corporation (DMPM) is a 501(c)(3) non-profit public corporation governed by a five-member Board voted in by the DMPM Board.

HADCO is comprised of four primary departments. The Section 8 Department which includes their Director,

receptionist, and three Section 8 Representatives, the Accounting Department which includes a Finance Director and two accounting technicians, a Property Management Department which includes a Property Management Director, eight maintenance technicians, six property managers, and a program assistant. Additionally, there are two tenant services staff along with one construction contract administrator and an executive assistant.

KEY RESPONSIBILITIES

1. Oversee all housing programs and administrative operations, including employment and HR.
2. Maintain high occupancy and voucher utilization rates across dispersed properties.
3. Ensure compliance with HUD regulations, including PHAS, SEMAP, and Fair Housing.
4. Develop and manage budgets with limited funding sources; pursue grants and alternative funding.
5. Supervise a small, cross-functional staff; promote a collaborative and supportive work environment.
6. Build and maintain partnerships with local governments, nonprofits, and tribal entities.
7. Engage with residents, local governments, nonprofits, and tribal or regional partners.
8. Lead strategic planning, including modernization of aging rural housing stock.
9. Advocate for rural housing needs at the state and federal level.
10. Serve as primary liaison with the Board of Commissioners.

SALARY AND BENEFITS

SALARY RANGE

HADCO offers a competitive wage range, from **\$110,000 to \$130,000 DOE**. The Executive Director's performance is reviewed annually with pay raises based on performance and budget constraints.

BENEFITS PACKAGE

401(a) Retirement Plan with 10% employer contribution

Pacific Source Navigator Gold 1000 medical plan. HADCO pays 92.5%; employees pay 7.5%.

Employer-provided Life Insurance Plan

Employer-paid Flexible Spending Account - \$2,500/year value

Generous PTO Accrual Rates

11 Paid Holidays



PERFORMANCE EVALUATION METRICS

REGULATORY COMPLIANCE

Timely and accurate HUD reporting (PHAS, SEMAP)

Resolution of audit findings and compliance issues

Adherence to Fair Housing and accessibility standards

FINANCIAL STEWARDSHIP

Balanced budget management and cost control

Success in securing supplemental funding (grants, partnerships)

Clean financial audits and transparent reporting

PROGRAM DELIVERY

Occupancy rates and voucher utilization across rural areas

Timeliness of maintenance and capital improvements

Resident satisfaction and responsiveness to concerns

LEADERSHIP & STAFF DEVELOPMENT

Staff retention and cross-training effectiveness

Implementation of professional development plans

Team morale and internal communications

STRATEGIC PLANNING AND INNOVATION

Progress on strategic goals and rural housing initiatives

Implementation of energy efficiency or modernization projects

Responsiveness to emerging rural housing needs

COMMUNITY ENGAGEMENT

Partnerships with local governments, nonprofits, and Tribal entities

Visibility and accessibility to the community

Resident outreach and education efforts

QUALIFICATIONS

Bachelor's degree in public administration or related field (master's preferred).

5+ years of experience in housing or nonprofit leadership, preferably in rural or small communities.

Strong understanding of HUD programs and rural housing challenges.

Proven ability to manage budgets, staffing, and compliance in resource-constrained environments. Experience with capital planning or ability to partner with experts.

Excellent interpersonal skills and commitment to community engagement.

Must possess a valid State Motor Vehicle Operator's License and proof of a clear driving record.

Must have general office skills: typing, filing, 10-key, and computer. Knowledge of light accounting, especially related to tenant rental transactions.

Ability to effectively utilize various computer software programs.

Experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constant changing circumstances using tact and diplomacy. Ability to communicate effectively both verbally and in writing.

Ability to prioritize projects, set priorities, and follow through to completion. Ability to monitor and assist in timely reporting.

Must be able to read and comprehend Federal Regulations and appropriate laws.

Familiar with trauma-informed interaction principles.

Understanding of change management. Exceptional leadership experience based on the goal of setting people up for success.

HOW TO APPLY

Please submit your resume and cover letter to Jamie Ambrosini, Deputy Director, at jambrosini@hadcor.org. Applications will be accepted until the position is filled.

