



DuPage Housing Authority
711 E Roosevelt Rd, Wheaton, IL 60187
PH: 630.690.3555 FAX: 630.690.0702
www.dupagehousing.org

Kendall Housing Authority
811 W John St., Yorkville, IL 60560
PH: 630.553.8093 FAX: 331.207.8923
www.kendallhousing.org



Executive Director

DuPage Housing Authority
Wheaton, IL
careers@dupagehousing.org
Full-time

Position Overview:

The Executive Director of the DuPage and Kendall Housing Authorities is responsible for overall leadership, planning, implementation, and evaluation of agency operations, in accordance with the U.S. Department of Housing and Urban Development (HUD) regulations. This position ensures effective management of all federal, state, and local housing programs, including the Housing Choice Voucher (HCV) and Moving to Work (MTW) programs, while maintaining compliance, financial integrity, and a commitment to resident success.

Essential Duties and Responsibilities: **Strategic Leadership and Governance:**

- Develop, implement, and monitor long-range strategic and operational plans aligned with the agency's mission.
- Serve as the primary liaison between the Housing Authorities and the Board of Commissioners, HUD, elected officials, and community partners.
- Provide policy recommendations and performance updates to the Board and implement approved policies and plans.

HUD Program Oversight and Compliance:

- Ensure compliance with all HUD regulations, including SEMAP, REAC, FASS, and MTW reporting requirements.
- Maintain High Performer status and develop Corrective Action Plans when necessary.
- Oversee administration of HCV, special purpose vouchers (e.g., FUP, VASH), and other applicable HUD programs.

Operational Oversight:

- Develop internal performance benchmarks and Key Performance Indicators (KPIs) for program operations and customer service.
- Lead the development and enforcement of standard operating procedures (SOPs) in accordance with HUD.
- Direct internal audits and quality control processes to ensure regulatory compliance and operational efficiency.

Financial Leadership:

- Prepare, manage, and monitor operating budgets for both DHA and KHA.
- Ensure fiscal accountability through internal controls, audits, and timely financial reporting.
- Pursue and manage diverse funding sources including federal subsidies, grants, and local contributions.
- Present comprehensive financial reports to the Board and HUD as required.



DuPage Housing Authority
711 E Roosevelt Rd, Wheaton, IL 60187
PH: 630.690.3555 FAX: 630.690.0702
www.dupagehousing.org

Kendall Housing Authority
811 W John St., Yorkville, IL 60560
PH: 630.553.8093 FAX: 331.207.8923
www.kendallhousing.org



Human Resources and Organizational Development:

- Recruit, lead, and retain a skilled workforce aligned with the agency's mission.
- Oversee staff training and certification, ensuring HUD compliance alignment.
- Implement fair personnel policies, performance evaluations, and a positive organizational culture.

Community Relations and Advocacy:

- Represent DHA/KHA in meetings with local governments, media, HUD representatives, and the public.
- Foster partnerships with service providers, municipalities, and community organizations to support housing stability and resident success.
- Advocate for affordable housing initiatives and promote the agency's mission throughout the region.

Board and Administrative Duties:

- Serve as Executive Secretary to the Board of Commissioners by preparing meeting agendas, reports, and policy recommendations.
- Notify the Board of legal, regulatory, or policy changes affecting agency operations.
- Administer contracts and procurement processes in accordance with HUD and state regulations.
- Regularly assess operational performance through site visits and staff engagement.

Minimum Qualifications:

Education

- Bachelor's degree in public administration, Urban Planning, Business Administration, or a related field is required.
- Master's degree preferred.
- Completion of Executive Management training or equivalent is desirable.

Experience

- Minimum of 5–7 years in a senior leadership role within a Public Housing Authority or similar organization.
- Strong knowledge of HUD regulations and experience managing housing assistance programs.
- Experience working with Boards, regulatory agencies, and community stakeholders.
- Experience in affordable housing real estate development is desired.

Skills and Competencies:

- In-depth understanding of HUD policies, public housing operations, and MTW programs.
- Proficient in budget development, public sector financial oversight, and compliance reporting.
- Effective communicator with strong leadership, collaboration, and decision-making skills.
- Demonstrated ability to lead teams, resolve conflicts, and deliver high-quality public service.



DuPage Housing Authority
711 E Roosevelt Rd, Wheaton, IL 60187
PH: 630.690.3555 FAX: 630.690.0702
www.dupagehousing.org

Kendall Housing Authority
811 W John St., Yorkville, IL 60560
PH: 630.553.8093 FAX: 331.207.8923
www.kendallhousing.org



Working Conditions

- Office-based position with regular travel to housing sites, meetings, and professional events.
- Occasional evening or weekend work is required.
- Physical activity may be required for site visits or emergency response.

Scope and Effect

The Executive Director's performance directly impacts program integrity, housing quality, community trust, and resident outcomes. The role requires proactive leadership, sound decision-making, and dedication to service excellence in public housing administration.

Starting salary range is \$170,000 - \$190,000 commensurate with experience and education.

Benefits include retirement, healthcare, dental, vision, DuPage County residency is not required.

Open until a candidate is selected.

DuPage Housing Authority is an Equal Opportunity Employer (EOE).