



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0033 Position Title: Executive Director of Housing and Community Development	Opens: 03/12/24 Closes: OUF
Salary Rate: Negotiable/Exempt	Duty Location: Anadarko, OK 73005

JOB SUMMARY

This position falls under the Kiowa Housing and Community Development of the Executive Branch of the Kiowa Tribe of Oklahoma. The operational hours are Monday through Friday from 8:00 am to 4:30 pm or as may be needed to manage the Kiowa Housing and Community Development programs and services to better serve the tribal citizens.

The purpose of this position is to provide executive leadership, administrative management and operational development of the Kiowa Housing and Community Development. This position is responsible for administering the governmental affairs of the tribe including implementation of policies, procedures, strategies, legislation, and regulations enacted by the Kiowa Tribe. This position will oversee the management and coordination of the Kiowa Housing and Community Development activities including, but not limited to tribal and program budgets, cooperative agreements of funding agencies, appropriate staff training and development and foster new financial and grant opportunities for overall growth. The Kiowa Housing Authority, Community Planning, Elder Housing, Transportation services, Extended Care Facilities, Transit Services, Veterans Housing, Transitional Housing, Housing, Homeless Shelters and other programs assigned to the Kiowa Housing and Community Development.

Reports To: Chairman

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's Degree in Management or related fields required, Master's Degree preferred.

- Provides leadership to the Kiowa Housing and Community Development functions. Sets an ethical example for the employees and ensures all policies and procedures, rules and regulations, Kiowa Tribe directives are followed by employees, program directors, tribal citizens and visitors.
- Directs other leaders and sets priorities for area. Makes decision which impacts Kiowa Housing and Community Development and recommends policy and procedure changes if needed.
- Administers the day-to-day activities and operations in accordance with applicable policies, rules, and regulations, planning and organizing, directing, coordinating, and executing the tribe's functions of fiscal management and grant management.
- Develops funding sources for programs and services.
- Provides oversight to the Kiowa Housing and Community Development to accounting and ensures compliance with all relevant regulations and requirements of any federal, state, tribal regulatory agencies or professional standards organizations.
- Develops and maintains systems of internal controls to safeguard all assets of the tribe.
- Stays current with any new housing changes that will affect the Kiowa Housing and Community Development program and reporting requirements.
- Establishes, oversees, maintains, coordinates and ensures reports and information are provided to the Chairman and communicates effectively of Kiowa Housing and Community Development daily business operations, planning, events and results.
- Provides support for strategic and annual department operation plans and development.

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.



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- Leads productivity and growth within the Kiowa Housing and Community Development
- Optimizes and projects forecasts of revenue against plans and makes recommendations to executive leadership.
- Services as liaison for the Chairman between staff, vendors, contractors and the public unless otherwise directed by the chairman.
- Other job responsibilities as requested or assigned

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must have previous professional experience in administration of tribal housing and community development projects.
- Must have excellent communications skills both verbally and written.
- Must have excellent leadership skills.
- Must be flexible and adaptable of changing work environment related to management and responsibility of a tribal administration.
- Ability to be courteous, tactful, and cooperative throughout the workday.
- Ability to maintain confidentiality with regard to all phases of the job responsibilities.
- Ability to manage the stress of having overall responsibility for the operations of the Kiowa Housing and Community Development of its program and services.
- Must be able to travel and attend meetings/training as needed.
- Adhere to all professional and ethical behavior standards of the Kiowa Tribe, must be compliant with personnel policies.
- Interact in an honest, trustworthy, and dependable manner with staff and client tribal citizens.
- Work independently as a team member; consistently demonstrating professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards and behavior that contribute to positive relationships.
- Knowledge of PL 93-638 Contracting, Tribal Self-Governance status and HUD and NAHASDA policies and grants
- Knowledge of Low-Income Housing Tax Credit development.
- Knowledge of Residential and Commercial housing development.
- Knowledge of Housing opportunities for Veterans, Elderly, Homeless and Low-Income citizens.
- Knowledge of other housing opportunities with HUD, USDA and other government agencies or commercial entities.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

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