



Vice President of Compliance & Performance Excellence





THE OPPORTUNITY

Vice President of Compliance & Performance Excellence

Impeccable compliance is the foundation of KCHA's ability to innovate. Designing stronger and more comprehensive systems for compliance, at a transformational time in KCHA's history, is one fundamental aim of this inaugural position. However, KCHA is seeking a leader who will do much more - which is: leverage data systems to drive operational excellence and creatively deploy policy in ways that will define the next era of KCHA's legacy as a path-breaking industry leader and original Moving to Work housing authority.

The Vice President (VP) will be the Authority's first dedicated compliance and policy leader and will report to KCHA's Executive Vice President of Housing Operations/Chief Operations Officer.

This leader will be accountable for development and implementation of a comprehensive, strategic and unified vision for policy, data and compliance across KCHA's federally funded housing programs.

Serving as a member of the Housing Management leadership team, the VP will provide policy, performance and compliance leadership for all aspects of the organization's federally funded housing programs, which include Low Income Public Housing, and the Housing Choice Voucher Program.



KEY RESPONSIBILITIES

- Serves as a trusted leader for the Compliance & Performance Excellence unit; supervises staff responsible for internal audit and compliance, policy development and implementation, training, and reporting across KCHA's federally-funded affordable housing programs in ways that enhance opportunity for staff, program participants and the agency.
- Guides the development of a Housing Management Performance Excellence Monitoring System for the federally-funded housing programs; leads the development of tools and systems to measure program performance as it relates to maintaining compliance as well as driving excellence in operations.
- Analyzes new and existing program regulations to determine the need for policy development, policy modifications, and/or procedures to meet regulatory implementation; selects appropriate techniques and implements programs and policies to correct any departmental program deficiencies; oversees staff that develop and update procedural manuals; ensures that program practices are compliant with federal, state, and local regulations and KCHA policies.
- Creates, prepares, and reviews the necessary reports to assist in the delivery of quality control measures for the Housing Management departments; coordinates property/portfolio reporting, compliance restrictions, audit reviews, and other requests/projects as required by Executive Management; explains evaluation processes to Authority employees, and answers staff questions as needed.
- Oversees staff that monitors U.S. Housing & Urban Development (HUD) PIC and EIV systems to ensure timely submission, acts as administrator, reviews discrepancy reports, and ensures corrections are made; assists in analyzing data pertaining to the HCV program ongoing reports including, but not limited to the HUD Voucher Management System (VMS), two-year forecasting tool, PIC, and vacancy loss request.
- Coordinates with IT and the VP of Strategic Operations on strategic planning, IT projects, software updates, and goal setting; works with senior staff, agency IT staff, and external vendors to create, maintain, and improve the data management systems and tools in order to make the Division more efficient and effective; ensures the successful operation of the technology systems that support the operations and stays updated on trends and emerging technologies.
- Creates, prepares, and reviews the necessary reports to assist in the delivery of quality control measures for the Housing Management departments; assists in formulation of reports to be submitted to HUD, other external parties, and management; facilitates communications among departments with external stakeholders like HUD or the Washington State Department of Commerce.
- Establishes a system of follow-up procedures to ensure that all quality control issues, inquiries, and complaints are handled in an expeditious manner and in accordance with Agency established policies and procedures; analyzes and resolves more complex quality control issues.
- Serves as an inclusive leader, with the ability to apply an equity lens to all areas of responsibility within the Agency and develop inclusive leadership within others.

COMPENSATION

This position offers a competitive salary range of \$148,643.00 to \$230,395.22 with a midpoint of \$189,518.00.

A **comprehensive benefits** package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, reduced tuition, and retirement benefits.

RECRUITMENT PROCESS

While this position is open until filled, interested candidates should submit application materials online at www.kcha.org/employment by May 8, 2024, to ensure consideration.

Interested candidates are encouraged to contact Sarah Crane, Senior Recruiter, by email at sarahcr@kcha.org with confidential inquiries and questions regarding the recruitment process.



THE IDEAL CANDIDATE

The VP of Compliance and Performance Excellence is someone who will work in collaboration with the Executive Vice President - Housing Operations/Chief Operating Officer and Senior Leadership to lead a newly restructured Compliance and Performance Excellence unit supporting the organization's federally funded housing programs.

Our first-ever VP of Compliance and Performance Excellence will possess the intellect, sensitivity and warmth necessary to design systems, training and supports to help KCHA's teams achieve excellence in compliance. KCHA's new VP will also possess the deep housing policy expertise necessary to drive policy innovations and leverage data for process improvement.

The successful candidate will marry an inclusive leadership style with a mastery of housing authority policy and compliance knowledge, rising to the challenge of meeting the housing needs of tomorrow, today.

EDUCATION & EXPERTISE

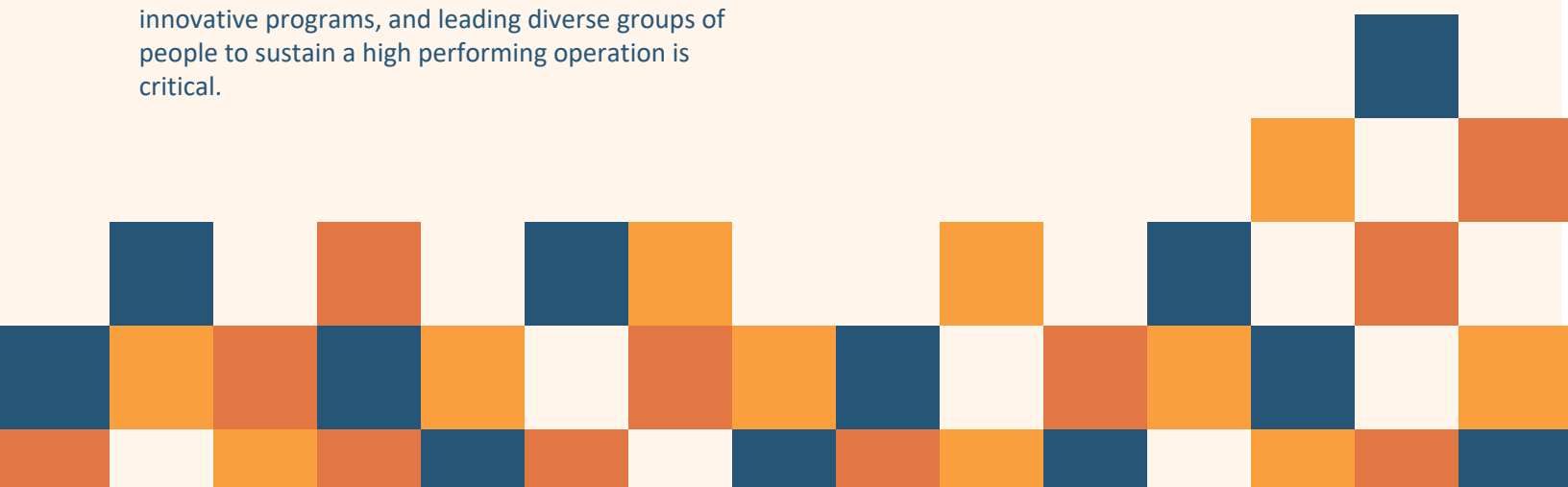
- Bachelor's degree public administration, business administration, or related field and...
- Extensive experience interpreting local, state, and federal laws and regulations, relative to auditing, compliance, tax credit compliance and/or public housing **AND** extensive supervisory experience *or...*
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

THE IDEAL CANDIDATE *continued*

REQUIRED SKILLS & ABILITIES

- Successful candidates will be collaborative and strategic thinkers with an ability to see the larger picture as well as the smaller tasks necessary for agency success.
- Comprehensive knowledge of principles and practices of leading organizational compliance solutions including:
 - The application of Federal, State, and local laws and regulations, policies and procedures pertaining to HUD, Public Housing and Housing Choice Voucher Programs;
 - Modern principles, practices, theories, and techniques of public housing and organization management.
- The ability to analyze and develop innovative approaches to mission, including a strong understanding and commitment regarding racial equity issues in our community, will be crucial.
- The successful candidate will have a strong intellect, an innate curiosity, and a high degree of emotional intelligence. Excellent interpersonal skills are essential as the successful candidate will establish and nurture relationships with internal and external stakeholders and staff.
- The successful candidate should have demonstrated success working in a diverse environment and community and bring an unquestioned integrity to the position. Top candidates will thrive in a strong team environment.
- A strong leader who communicates a sense of mission and vision, backed by the ability to establish and accomplish goals and objectives. Brings a proven track record of delivering results, designing innovative programs, and leading diverse groups of people to sustain a high performing operation is critical.
- Strong critical-thinking skills, ability to evaluate information, implement timely decisions and make recommendations that anticipate the costs, benefits, risks, and organizational impact within KCHA’s context and the Housing Authority national landscape.
- Extensive communication skills, including a proven ability to build strong external relationships with a variety of vendors, partner organizations and other stakeholders.
- Ability to use independent judgment and discretion in carrying out duties and responsibilities, exercise initiative, and provide leadership. Routinely exercise sound judgment in analyzing situations and in reaching decisions quickly. A self-starter that can multi-task and prioritize.
- Ability to analyze and develop effective policies and procedures; present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Proven success in building productive and engaged work teams with a focus on mentoring and nurturing staff development.
- Career path that shows a mix of stability and growth-focused moves with similar organizations and capacity to develop and nurture relationships culminating in overall success.
- Ability to manage internal and external resources, agencies and budgets.

*A thorough background and driver's check
will be completed before hire.*





ABOUT KING COUNTY HOUSING AUTHORITY

King County Housing Authority (KCHA), the largest affordable housing provider in the Pacific Northwest, seeks to provide innovative, effective, and equitable housing solutions so that all people and communities can prosper.

The Authority, founded in 1939, operates as an independent municipal corporation, providing rental housing and assistance to more than 55,000 people in over 23,000 households. Serving 37 cities (not including Seattle and Renton) and the unincorporated areas of Dr. Martin Luther King, Jr. County, the Authority's geographic scope of operations spans 2,000 square miles. KCHA's

service area includes 1.2 million of the county's 2.26 million residents and is home to the majority of its low-income households.

KCHA covers operating costs with rents from tenants and federal funding. With a 2024 annual consolidated budget of \$537 million, and 500 full-time employees, KCHA is led by the President/CEO under the direction of a [Board of five volunteer Commissioners](#) (including one KCHA program participant) appointed by the King County Executive and confirmed by the King County Council. A cabinet of eight senior leaders comprise the core management and leadership team.





KING COUNTY

King County's population was 2,269,675 in the 2020 census, making it the most populous county in Washington State, and the 12th-most populous county in the United States. The King County seat is Seattle, Washington State's largest city. King County's second largest city is Bellevue.

King County covers 2,131 square miles and is bounded by Puget Sound to the west and the Cascade Range to the east. With the exception of Vashon Island, a rural enclave in the central Puget Sound, the western portion of the county is covered by cities with the development pattern becoming gradually sparser to the east, with suburban developments, then rural residential lands, then farms and forestlands. The eastern half of King County is mountainous, and mostly set aside as wilderness areas, forestlands or restricted watersheds that capture and store the region's drinking water and support the region's hydroelectric grid.

The King County seat is Seattle, a crown jewel of the Pacific Northwest known as the Emerald City and the state's most populous municipality. Seattle is the land of natural beauty, bookstores, corporate innovation, farmers' markets, and copious amounts of caffeine. Yes, it does rain here, but that does not stop Seattleites from enjoying life. In the winter, music, art, theater, and diverse cuisine keep the city buzzing. And when the sun comes out, you will find residents heading for the mountains and lakes, attending a festival, or flocking to the city's many parks.

Opportunities to enjoy the outdoors are numerous. On a nice day, you might join the crowds soaking up the sun at [Golden Gardens Park](#), [Lincoln Park](#), or [Alki Beach](#). Stroll the [Washington Park Arboretum](#), [paddle a canoe](#) among the lily pads on Lake Washington, or take a day trip to [Mount Rainier](#) for a glimpse of the Northwest's wild beauty. A windy ferry ride to a nearby island is another quintessential Seattle experience.

For (mostly indoor fun, take an [Underground Tour](#) in Pioneer Square, which offers an entertaining look at the city's quirky history. Seattle also boasts [world-class museums](#), including The Museum of Flight and The Renton History Museum and including smaller, specialized institutions like [The Center for Wooden Boats](#) and the [Wing Luke Museum of the Asian American Experience](#). Several other attractions can be found throughout the county, such as the Northwest African American Museum, International Fountain, the Space Needle, Cherry Blossoms at the University of Washington, the Seattle Waterfront, the Sky View Observatory at the Columbia Center, and more.