

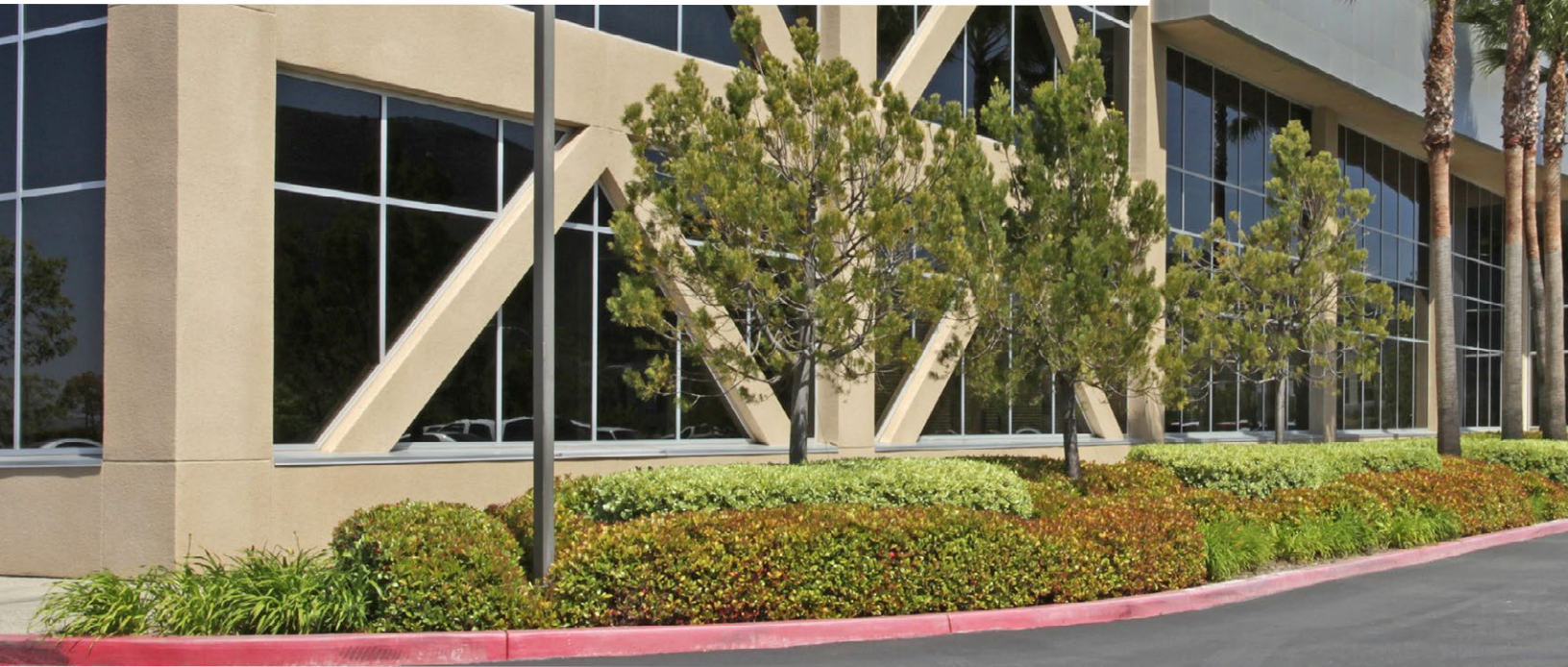


ALL MISSION  
INDIAN HOUSING AUTHORITY (AMIHA)  
TEMECULA, CALIFORNIA

# Executive Director

## Why AMIHA is right for you:

- » Enjoy beautiful Temecula every day.
- » Support a strong team dedicated to serving its community.
- » Help make a lasting impact in the lives of those served by AMIHA.



## AMIHA serves the following tribes:

***Agua Caliente Band of Cahuilla Indians***

***Cabazon Band of Indians***

***Cahuilla Band of Mission Indians***

***Jamul Indian Village***

***La Jolla Band of Luiseno Indians***

***Morongo Band of Mission Indians***

***Pauma Band of Luiseno Indians***

***Pechanga Band of Indians***

***Santa Rosa Band of Cahuilla Indians***

***Santa Ynez Band of Chumash Indians***

***Soboba Band of Luiseno Indians***

***Torres Martinez Desert Cahuilla Indians***

***Twenty-Nine Palms Band of Mission Indian***

***Viejas Indian Reservation***



## ■ ABOUT THE AREA

Temecula is well known for its championship golf courses, a climate perfect for serene and beautiful hot-air ballooning adventures, and award-winning wineries nestled in 3,000 acres of picturesque wine country. Join the fun every June for Temecula's balloon and wine festival at beautiful Lake Skinner or hike the Santa Rosa Plateau Wildlife Preserve.

## ■ ABOUT AMIHA

AMIHA is a multi-tribe housing authority that currently administers funds for 14 tribes and has approximately 160 units of HUD-assisted single family housing units under management. AMIHA's core mission is the development and management of low-income housing projects for eligible participants. To date, AMIHA has built more than 1,000 housing units within the San Diego, Riverside, and Santa Barbara counties.



The Executive Director works closely with the fourteen tribal chairpersons and councils. Reporting to the Board of Commissioners, the Executive Director is responsible for administering the development and implementation of all agency programs and policies. This includes managing a staff of eleven, ensuring compliance with all programmatic requirements and applicable federal, state, and tribal regulations, and contract administration activities. Financial obligations for this role include preparing and managing a budget of approximately 12 million dollars, management of IHBG, ICDBG and other grant funding as awarded. Individuals will be evaluated on experience in the following areas: administrative and housing management, budgeting and finance, presentation skills, regulatory requirements, procurement and construction management, and strategic plan development and implementation.

### ***Mission Statement***

*To provide safe, affordable, and decent housing for Indian people residing on the reservation that incorporates traditional concepts and values. To seek out and effectively administer innovative programs to maintain the existing housing stock and to create new housing opportunities for the residents we serve.*



## THE IDEAL CANDIDATE

The next Executive Director will be able to use their knowledge of development and housing to create a vision for the future of AMIHA and successfully guide the organization while working in tandem with the 14 tribes that make up AMIHA. The successful candidate must demonstrate a strong financial background and the ability to seek out funding resources through grant applications and other sources. The ideal candidate will have strong political acumen and negotiation skills while building rapport between AMIHA and the residents they serve. The Executive Director will be able to implement new programs and coordinate several major management functions simultaneously.

A bachelor's degree in business, public administration, finance, planning and development, or related fields, plus five (5) years of progressive experience managing and administering housing programs, is preferred. Experience leading within a tribal government or serving tribal clients will be beneficial in this role.



# SALARY AND BENEFITS

Salary Range: **\$115,000 to \$125,000 annually**

## Benefits Offered:

- » Paid time off
- » Parental Leave
- » Health Insurance - 100% Employer paid for employee, 75% Employer paid for dependents.
- » Vision/Dental - 100% Employer paid for Employee and Dependents
- » 100% Employer Paid Life Insurance for Employee
- » Pension/401K - AMIHA contributes 7% of employee's salary (no match required)
- » Relocation expenses available (up to \$5,000)

# APPLICATION AND SELECTION PROCEDURE

This position is open until filled; the first review of resumes will be on **June 30, 2022**.

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues) to the link below. Your resume should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed (if applicable).

Please go to our website to submit your application: <https://www.cps hr.us/recruitment/2038>

For further information, contact:

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CPS HR Consulting  
(916) 471-3323

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Website: [www.cps hr.us](http://www.cps hr.us)



Resumes will be screened in relation to the criteria outlined in this brochure. The consultants will give candidates with the most relevant qualifications preliminary interviews. Candidates deemed most qualified will be referred to the agency. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



*All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.*