

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW JOB POSTING

April 8, 2025

- 1) POSITION TITLE: Project Director
(Grant-funded position, end date 8/31/25)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or
8:00 a.m. until 6:30 p.m.,
Monday through Thursday (Fridays off)
- 3) SALARY RANGE: Salary commensurate with qualifications and
experience.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an
Internal Application Form to the Human
Resources Department. The form can be
obtained from Human Resources.

Qualified external applicants can obtain a
position description and application from our
website, www.hsvha.org; or at
200 Washington Street. **Resumes will only
be accepted with a completed
application.**

This position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

PROJECT DIRECTOR

Huntsville Housing Authority is seeking a Project Director. This is a grant-funded position, where the Project Director will plan, develop, and provide oversight of the YouthBuild program. This includes raising program funds, developing strong community support and collaborative partnerships, maintaining effective linkages with other agencies, ensuring the quality and integration of all components, staff supervision, and working with the Youth Policy Committee.

Training and experience equivalent to a master's degree in the social sciences, planning or management, preferably in youth services or affordable housing. Strong leadership skills and at least three years' successful management or planning experience in a community-based setting, or equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Salary is commensurate with qualifications and experience.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P.O. Box 486, Huntsville, Alabama 35804. NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

This position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Project Director
Department: Resident Services
Grade: 27
FLSA: Exempt

POSITION SUMMARY: This is a grant-funded position, where the Project Director will plan, develop, and provide oversight of the YouthBuild program. This includes raising program funds, developing strong community support and collaborative partnerships, maintaining effective linkages with other agencies, ensuring the quality and integration of all components, staff supervision, and working with the Youth Policy Committee.

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)

RESPONSIBILITIES:

1. Raise program funds from public and private funding sources; maintain relations with funders.
2. Build and maintain working relations with community organizations, city, state, county, and federal agencies.
3. Design program and organizational structure; plan and coordinate development of program components.
4. Recruit, hire, and supervise administrative and program staff.
5. Oversee the daily operation of the program, including the development and monitoring of the budget.
6. Establish and work with the Board of Directors or Advisory Board on planning and policy issues.
7. Develop workable partnerships with youth, and educational organizations where necessary.

Position Title: Project Director

RESPONSIBILITIES (Continued):

8. Establish and involve the Youth Policy Committee in program planning and operational decision making.
9. Develop and maintain an ongoing working relationship with the national YouthBuild office. Collect data for any ongoing evaluation effort.
10. Organize and coordinate work of broad-based coalition supportive of YouthBuild goals if necessary.

QUALIFICATIONS:

1. Training and experience equivalent to a master's degree in the social sciences, planning or management, preferably in youth services or affordable housing.
2. Strong leadership skills and at least three years' successful management or planning experience in a community-based setting.
3. Demonstrated skill in nonprofit fundraising and program development.
4. Strong commitment to youth leadership and empowerment and ability to work sensitively and effectively with young people.
5. Successful in creating collaborative relationships or coalitions.
6. Experience negotiating and working with community organizations and public agencies.
7. Excellent oral and verbal communication skills.