

# Executive Director

Ferndale Housing Commission

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### **THE FERNDALE HOUSING COMMISSION**

The mission of the Ferndale Housing Commission (FHC) is to provide affordable housing free from discrimination and to ensure quality housing in a safe and cost-effective manner through cooperation and communication with our residents and participants.

### **OVERSIGHT**

The Ferndale Housing Commission is led by Commission President Ann Heler and four other commissioners. Commissioners are appointed by the City of Ferndale Mayor and confirmed by City Council, with three of the five current commissioners brand-new to the organization. The Commission is passionate about the mission of the Ferndale Housing Commission and is seeking a new Executive Director to provide leadership and innovation to the organization.

### **RESIDENTIAL SERVICES**

The Ferndale Housing Commission has played an important role in providing affordable housing opportunities for the lower-income residents of Ferndale since its inception in 1969. The Commission administers 125 units of elderly/disabled housing in two separate high-rise apartment buildings, 43 family houses located throughout the City, and rental assistance for families through the Section 8 Rental Assistance Program.

- Autumn House Apartments (pictured above) were built in 1974 as part of a joint effort between the City of Ferndale and the U.S. Department of Housing and Urban Development. Autumn House consists of 50 one-bedroom apartments and five two-bedroom apartments designed for the elderly and disabled.
- Withington West Apartments were built in 1982 as the need for affordable housing expanded. Withington West consists of 70 one-bedroom apartments designated for the elderly and disabled. Withington West also holds the administrative offices for the Ferndale Housing Commission.



*Withington West*



- Site Houses are located throughout the City of Ferndale. The individual homes are owned and operated by the Ferndale Housing Commission. The houses consist of 15 two-bedroom, 21 three-bedroom, and seven four-bedroom homes for low-income families.
- The Section 8 Program provides assistance for low-income families in the private rental market through the Housing Assistance Payments Program. Section 8 voucher holders select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants generally pay no more than 30% of monthly adjusted income towards their rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

## **ABOUT THE POSITION**

The Executive Director (ED) will report and work closely with the Board of Commissioners, who are appointed by Ferndale City Council. The ED manages the activities of the Ferndale Housing Commission (FHC) and assumes responsibility for all FHC programs. This position has support from an active Commission with fairly new appointees who support and strive to achieve the mission of the organization. This position will work with knowledgeable staff as well as active residents. This position will also benefit from partnership with the City of Ferndale.

The ideal candidate will possess the following characteristics (a complete job description is attached):

- Empathy and compassion for the residents of the Ferndale Housing Commission
- Honesty and integrity in everything they do
- A demonstrated ability to work effectively with the Department of Housing (HUD) and other federal, state, and local authorities as required
- Strong background in finance, policy, and business operations, preferably in housing or other non-profit organizations
- Experience in managing apartment buildings, with an emphasis on aging infrastructure
- Strong leadership capabilities with the Board, staff, and residents
- The aptitude to make tough decisions and changes as necessary
- Strategic thinking and the ability to provide a vision and strategic plan for the FHC
- A dedication towards continuous improvement
- Accessibility to residents and staff
- Demonstrated leadership ability

There are a variety of challenging growth opportunities for the Ferndale Housing Commission Executive Director:

- **Finances:** The FHC housing stock is aging and has not had a solid maintenance plan in many years. There will be many competing capital needs that will need to be addressed and prioritized.
- **Rebuilding:** Strong and strategic efforts will need to be made to bring the focus back to customer service and staff support.
- **Strong new Board:** The FHC has a new, recently appointed Board, which is engaged and prepared to support changes and recommendations brought forward by the new ED.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university with major course work in business or public administration, planning, social work, or a closely related field
- Master of Public Administration degree from a NASPAA-accredited program is preferred
- Five years of administrative and/or leadership experience in the same or related field with an emphasis in housing/property management is preferred
- PHM Certification is preferred, however it is not necessary with an expectation to obtain certification at a later date

#### **COMPENSATION**

A salary range of \$85,000-\$95,000 will be offered as well as an excellent benefit package.

To be considered: Applications will be accepted at [bit.ly/FHC-execdirector](http://bit.ly/FHC-execdirector) until the position is filled. First review of applications will occur the week of December 7.

For further questions regarding this posting and the hiring process, please contact April Lynch at 248-546-2399 [alynch@ferndalemi.gov](mailto:alynch@ferndalemi.gov).

To learn more about the Ferndale Housing Commission, contact:

Carole Morency, Ferndale Housing Commissioner  
248-835-0850 or [cmor092045@aol.com](mailto:cmor092045@aol.com), or

Dan Martin, Mayor Pro-Tem and FHC Liaison  
248-672-4067



#### **ABOUT THE CITY OF FERNDALE**

The City of Ferndale is an active community of 20,000 located in southeast Oakland County, Michigan. Known for its mix of small-town neighborhoods and vibrant downtown district, residents and visitors choose Ferndale for its unique shopping and dining, peaceful parks, and safe homes and streets. Ferndale is a community in the truest sense of the word—a place where neighbors, artists, entrepreneurs, foodies, friends, and families come together to live, work and play. We value the role that the Ferndale Housing Commission plays within our community and we are proud to be able to provide affordable housing to our community.