



Housing Authority of the City of Asheville
165 South French Broad Avenue
Asheville, North Carolina 28801
828-258-1222 | haca.org

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equality, Fairness, Integrity, Openness, Patience, and Respect.

JOB TITLE: DIRECTOR OF PRIVATE & PUBLIC PARTNERSHIPS

JOB TYPE: FULL TIME, EXEMPT

PAY RATE: FROM \$26.00 PER HOUR

WORK LOCATION: 165 S. FRENCH BROAD AVE. ASHEVILLE, NC 28801

WORK HOURS: 4 – 10 HOURS DAYS

GENERAL STATEMENT OF JOB:

The Director of Private & Public Partnerships builds collaborations with the private, public, and philanthropic sectors to support HACA's goals of expanding affordable housing and improving resident access to community-based services and opportunities. HACA is seeking a strategic communications and customer service professional with 5-7 years of experience managing partnership and client relations teams. The Director will serve as the driving force behind fundraising efforts, play a key role in ensuring the financial sustainability of the organization, and the success of its programs and services. They will establish Private Finance Initiatives (PFI). Foster existing and create new partnerships that support resident stability, economic mobility, and long-term self-reliance in alignment with the Authority's mission, MTW policies, Five-Year Plan goals, and HUD requirements.

The Director will oversee Community Service Initiatives that support partnerships and programming related to HACA's Community Spaces. Design plans and implement strategies to develop current and solicit new partnership opportunities to support HACA residents. Oversee the grant lifecycle management, accounting and resource needs for programs and initiatives including program design, staffing, budgeting, grant development, contract management, performance measurement, and cross-departmental collaboration.

The Director serves as a member of the senior leadership team and provides Board-ready reporting, strategic recommendations, and community representation on matters related to development strategy, capital funding, redevelopment, and self-sufficiency initiatives.

ESSENTIAL JOB FUNCTIONS:

Strategic Leadership

1. Lead the strategic planning, development, and implementation of resident services programs aligned with the Authority's Five-Year Plan, MTW initiatives, and annual PHA goals.
2. Develop annual department goals and key performance indicators (KPIs); monitor outcomes and implement corrective strategies as needed.

DIRECTOR OF PRIVATE & PUBLIC PARTNERSHIPS
LAST UPDATED: APRIL 2, 2026



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3. Collaborate with HCV, Asset Management, and Executive leadership to align resident services initiatives with housing operations and MTW compliance requirements.
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Program Development & Service Delivery

1. Design and coordinate workforce development, job readiness, financial literacy, youth enrichment, digital access, wellness, and supportive service initiatives.
 2. Establish and maintain formal partnerships and MOUs with community-based organizations, educational institutions, workforce agencies, and healthcare providers.
 3. Implement Asset Based Community Development (ABCD) strategies that identify and leverage resident strengths and community assets.
 4. Ensure resident services programming supports MTW work requirement compliance and provides appropriate supportive service pathways.
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Financial Management & Grant Strategy

1. Identify funding opportunities, prepare grant applications, and oversee grant compliance and reporting.
 2. Monitor contract expenditures and ensure fiscal accountability of partner agencies.
 3. Track and report program outcomes to funding agencies, HUD, and the Board of Commissioners.
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Performance Management & Reporting

1. Develop and oversee data systems and dashboards to measure participation, outcomes, and program effectiveness.
 2. Prepare monthly and quarterly reports for executive leadership and the Board.
 3. Conduct program evaluations and continuous improvement assessments.
 4. Ensure compliance with HUD regulations, MTW requirements, and Authority policies.
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Community & Stakeholder Engagement

1. Represent the Authority in community coalitions, workforce boards, education partnerships, and service provider networks.
2. Build strategic collaborations to expand opportunities for residents and leverage external resources.



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KNOWLEDGE, SKILLS, AND ABILITIES:

1. A background in strategic communications, negotiations, client relations, development and/or customer experience development.
2. Extensive knowledge of HUD public housing and HCV programs.
3. Strong understanding of social service systems, workforce development, economic mobility strategies, and trauma-informed practices.
4. A working knowledge of city and/or government organizations or have worked in complex private corporations that adhere to regulatory and legal parameters.
5. Demonstrated success building and growing a new client-facing program from inception, through process planning and documentation, to tracking of measurable outcomes.
6. Experience in grant writing, program evaluation, and outcome measurement.
7. Ability to analyze data and translate performance metrics into strategic action.
8. Previous experience negotiating multi-stakeholder partnerships and/or sponsorship deals, projects or productions, particularly working with social service and not-for-profit partners.
9. The ability to survey and advise on the functioning of HACA community facilities, including repairs, funding coordination between external stakeholders and relationship management of all interested parties.
10. Intermediate proficiency with database, slide deck and spreadsheet digital tools, fluidity with Microsoft Office Suite and previous usage of CRM platforms.

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in Social Work, Public Administration, Human Services, Sociology, or related field required; Master's degree preferred.
- Minimum of seven (7) years of progressively responsible experience in affordable housing, resident services, or social services administration, including at least three (3) years of supervisory experience.
- Demonstrated experience in program development, grant management, and performance measurement required.
- Valid North Carolina Driver's License; must pass background check and drug test.

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements:

Primarily office-based with regular travel to Housing Authority sites, community partner locations, and external meetings. Must be able to remain in a stationary position for extended periods, operate standard office equipment, and occasionally lift up to 15 pounds. Must be able to move between sites and attend evening or off-site meetings as required.

Communication Requirements:

Must be able to communicate effectively and professionally with residents, program participants, staff, community partners, elected officials, HUD representatives, and the Board of



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Commissioners. Requires the ability to present information clearly in both verbal and written formats, including preparation of executive-level reports, grant narratives, and public presentations.

Cognitive & Technical Requirements:

Requires the ability to interpret and apply HUD regulations, MTW policies, and Housing Authority procedures; analyze program data and performance metrics; develop strategic plans; and make sound administrative decisions. Must be able to manage multiple complex initiatives simultaneously and exercise independent judgment in high-impact situations. Requires proficiency in computer systems for data tracking, reporting, budgeting, and communication.

COMPLIANCE REQUIREMENTS:

All employees of the Housing Authority of the City of Asheville are required to carry out their duties in accordance with applicable federal, state, and local laws and regulations, including U.S. Department of Housing and Urban Development (HUD) requirements, Fair Housing and Equal Opportunity laws, and Housing Authority policies and procedures. Employees must ensure that all work activities, documentation, and communications comply with HUD program regulations, Housing Authority standards, and audit and reporting requirements.

Employees are expected to maintain confidentiality of resident and program information, uphold ethical standards in all interactions, and complete any mandatory HUD or Housing Authority training, certifications, or continuing education as assigned.

ACKNOWLEDGMENT SECTION:

I have reviewed and understand the job description for the Director of Public & Private Partnerships. I acknowledge that I am able to perform the essential functions of the job, with or without reasonable accommodation, and understand that the duties and requirements of this position may change as the needs of the Housing Authority evolve.

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Printed Name: _____

Supervisor Signature: _____ **Date:** _____