



Position Description

Position Title:	Deputy Executive Director	Department:	Executive
Reports to:	Chief Executive Officer	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	June 2026

Summary

The Deputy Executive Director serves as the second-in-command of the Murfreesboro Housing Authority (MHA) and is a key member of the executive leadership team. Under the direction of the Chief Executive Officer, the Deputy Executive Director provides strategic and operational leadership across assigned housing, administrative, and organizational functions and translates the CEO's vision, Board priorities, and organizational goals into effective and measurable execution. The position exercises significant independent judgment and initiative in directing day-to-day operations, coordinating departments, strengthening accountability, improving service delivery, managing organizational risk, and ensuring compliance with applicable federal, state, local, and agency requirements.

The Deputy Executive Director provides executive oversight of MHA's affordable housing operations, including property management, maintenance, asset management, Housing Choice Voucher and special voucher programs, portfolio strategy, housing development and redevelopment initiatives, human resources, and other functions assigned by the CEO. The position leads and develops senior staff, monitors organizational performance, promotes collaboration across departments, and fosters a high-performing culture grounded in accountability, professionalism, customer service, and continuous improvement. The Deputy Executive Director also represents MHA and helps maintain strong relationships with residents, community partners, local government officials, HUD, state agencies, lenders, investors, development partners, and other stakeholders. The position serves as Acting Chief Executive Officer during the CEO's absence or as otherwise delegated.

All activities must support Murfreesboro Housing Authority's ("MHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

Strategic and Executive Leadership

- Assists the Chief Executive Officer in developing and implementing the Authority's strategic plan, organizational goals, policies, priorities, and short- and long-term initiatives, ensuring they are translated into effective operational plans with measurable results.
- Serves as the Chief Executive Officer's principal operational advisor and provides executive leadership in implementing strategic initiatives that improve organizational performance, operational effectiveness, customer service, and long-term sustainability.
- Ensures the effective execution of Board-approved policies, strategic priorities, and executive initiatives across the organization.



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- Coordinates the activities of assigned departments to ensure organizational goals, priorities, and resources are aligned.
- Promotes collaboration, communication, and accountability among senior leaders to achieve agency-wide objectives.
- Identifies organizational risks, operational challenges, and opportunities for improvement, and develops recommendations and solutions for the Chief Executive Officer.
- Serves as Acting Chief Executive Officer during the CEO's absence or as otherwise delegated, exercising the authority necessary to ensure continuity of operations.

Program & Operations Oversight

- Provides executive oversight of the Authority's affordable housing operations, including Housing Choice Voucher and special voucher programs, property management, maintenance, asset management, housing development and redevelopment initiatives, and other assigned functions to ensure effective, efficient, and customer-focused service delivery.
- Directs and coordinates the day-to-day operations of assigned departments through department directors and managers, ensuring alignment with the Authority's strategic priorities, operational objectives, and performance expectations.
- Ensures compliance with all applicable HUD regulations, LIHTC requirements, federal, state, and local laws, partnership agreements, regulatory requirements, and Authority policies.
- Establishes, monitors, and continuously improves operational standards, performance measures, staffing models, and service benchmarks to enhance organizational effectiveness and accountability.
- Monitors operational and property performance, occupancy trends, leasing activity, maintenance performance, capital improvement initiatives, resident services, and regulatory compliance to ensure organizational objectives are achieved.
- Oversees organizational readiness for HUD, THDA, NSPIRE, management reviews, audits, and other regulatory monitoring activities.
- Promotes collaboration among departments to improve communication, streamline processes, remove operational barriers, and ensure consistent execution of organizational priorities.
- Monitors the administration of partnership agreements, regulatory agreements, development documents, and other contractual obligations in coordination with legal counsel, lenders, investors, governmental agencies, and development partners.



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Operational Performance, Compliance & Risk Management

- Establishes and monitors operational controls, internal processes, and accountability measures to ensure efficient, effective, and compliant agency operations.
- Ensures assigned departments operate in compliance with applicable HUD regulations, LIHTC requirements, partnership agreements, federal and state laws, grant requirements, and Authority policies and procedures.
- Oversees the timely and accurate submission of required operational reports and regulatory reporting to HUD, the Tennessee Housing Development Agency (THDA), investors, lenders, and other governmental and funding partners.
- Monitors organizational performance metrics, operational outcomes, and key performance indicators to identify trends, evaluate effectiveness, improve service delivery, strengthen accountability, and increase operational efficiency.
- Identifies operational risks and develops strategies to strengthen internal controls, improve compliance, reduce organizational risk, and promote continuous improvement.
- Provides executive oversight of procurement and contracting activities to ensure compliance with applicable laws, regulations, Authority policies, and funding requirements.
- Collaborates with the Chief Financial Officer and other executive leaders to support organizational planning, budget implementation, capital planning, resource allocation, and operational decision-making.

Portfolio Strategy, Development & Asset Management

- Collaborates with the Chief Executive Officer in developing and implementing strategies to preserve, improve, reposition, redevelop, acquire, and expand the Authority's housing portfolio in support of its long-term mission, financial sustainability, and strategic objectives.
- Provides executive oversight of the Authority's asset management functions, including monitoring property performance, portfolio health, capital improvement initiatives, regulatory compliance, and long-term asset preservation strategies.
- Evaluates the operational and financial performance of the Authority's housing portfolio and recommends strategies to improve efficiency, maximize asset value, mitigate risk, and enhance long-term organizational sustainability.



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- Supports the planning, coordination, and implementation of housing development, redevelopment, rehabilitation, and preservation initiatives, including those utilizing LIHTC, mixed-finance, public-private partnerships, and other affordable housing financing and redevelopment strategies.
- Coordinates with consultants, developers, legal counsel, architects, engineers, contractors, lenders, investors, governmental agencies, and other stakeholders to facilitate the successful implementation of development and redevelopment initiatives.
- Assists the Chief Executive Officer in evaluating new development opportunities, strategic partnerships, funding opportunities, acquisitions, and other initiatives that advance the Authority's mission and long-term growth.

Community & Stakeholder Relations

- Represents the Authority, as delegated by the Chief Executive Officer, in meetings with HUD, governmental agencies, residents, community organizations, lenders, investors, development partners, and other stakeholders.
- Develops and maintains strategic relationships with governmental agencies, funding partners, community organizations, and other stakeholders to advance the Authority's mission and strategic objectives.
- Assists the Chief Executive Officer in advancing strategic partnerships and representing the Authority before professional organizations, industry groups, and community organizations, as assigned.

Leadership & Organizational Development

- Provides executive leadership, direction, and mentorship to department directors and managers, fostering a culture of accountability, collaboration, professionalism, continuous improvement, and high performance.
- Establishes clear performance expectations, promotes leadership development, and builds organizational capacity through coaching, succession planning, and employee development initiatives.
- Builds a culture of accountability by establishing clear expectations, holding leaders responsible for results, removing barriers to success, and recognizing high performance.
- Fosters a workplace culture that values integrity, respect, innovation, transparency, and exceptional public service.
- Promotes a customer service philosophy centered on dignity, respect, responsiveness, and the timely resolution of resident and stakeholder concerns.



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- Recognizes, develops, and retains high-performing leaders and employees while supporting initiatives that strengthen employee engagement, professional growth, and organizational effectiveness.

Required Knowledge, Skills, and Abilities

- Ability to lead, inspire, and develop high-performing organizations while fostering a culture of accountability, collaboration, continuous improvement, and organizational excellence.
- Strong strategic thinking and analytical skills with the ability to align operations with organizational priorities, anticipate future challenges, and develop practical solutions that advance the Authority's mission and long-term objectives.
- Exceptional verbal, written, and interpersonal communication skills with the ability to communicate complex information effectively, build consensus, establish credibility, and develop productive relationships with employees, residents, Board members, government officials, community partners, and other stakeholders.
- Ability to analyze complex issues, evaluate alternatives, exercise sound judgment, anticipate challenges, manage risk, and make timely, well-reasoned decisions in a fast-paced environment.
- Proven ability to lead complex organizational initiatives, coordinate multiple priorities, manage organizational change, and achieve measurable results while ensuring efficient and effective operations.
- Ability to work collaboratively across departments, remove organizational barriers, facilitate teamwork, resolve conflict, and promote a unified, customer-focused organization.
- Thorough understanding of public sector governance, organizational dynamics, and the ability to effectively navigate complex organizational, governmental, and community relationships with diplomacy, professionalism, and sound judgment.
- Unwavering commitment to the highest standards of ethics, integrity, transparency, accountability, and professional conduct while maintaining confidentiality and earning the trust and confidence of others.
- Knowledge of organizational management principles, budgeting, operational planning, performance measurement, and affordable housing industry practices sufficient to support sound executive decision-making and organizational sustainability.
- Proficiency in Microsoft Office applications and the ability to effectively utilize technology and business software to improve organizational efficiency, decision-making, communication, and reporting.

Behavioral Competencies



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The Deputy Executive Director is expected to consistently demonstrate the following behavioral competencies:

Leadership: Provides clear direction, establishes high expectations, inspires confidence, develops leaders, and fosters a culture of accountability, collaboration, and continuous improvement.

Job Knowledge: Demonstrates a comprehensive understanding of affordable housing programs, organizational operations, applicable laws and regulations, and Authority policies. Applies sound judgment and executive decision-making in carrying out assigned responsibilities.

Commitment to Excellence: Demonstrates initiative, professionalism, and a strong commitment to achieving organizational goals. Sets high standards, follows through on commitments, maintains a sense of urgency, and delivers high-quality results.

Customer Focus: Promotes a culture of exceptional customer service by understanding and responding to the needs of residents, employees, community partners, and other stakeholders with professionalism, respect, and responsiveness.

Communication: Communicates clearly, professionally, and effectively in both verbal and written formats. Shares information appropriately, actively listens, encourages open communication, and fosters productive working relationships.

Initiative: Demonstrates resourcefulness, innovation, and sound judgment by anticipating challenges, identifying opportunities for improvement, and implementing effective solutions with minimal direction.

Accountability: Accepts responsibility for decisions and actions, promotes ownership throughout the organization, follows through on commitments, and ensures results are achieved in accordance with organizational expectations.

Collaboration: Builds strong working relationships across departments, values diverse perspectives, encourages teamwork, resolves conflict constructively, and works collaboratively to achieve organizational goals.

Integrity: Demonstrates honesty, ethical leadership, sound judgment, and professionalism. Builds trust through transparency, fairness, confidentiality, and consistency in decision-making while serving as a role model for the Authority's values.

Education and Experience

- Bachelor's degree in Public Administration, Business Administration, Finance, Management, Urban Planning, Real Estate, Community Development, or a related field. Master's degree preferred.
- Minimum of ten (10) years of progressively responsible executive, management, or leadership experience in affordable housing, public administration, community development, housing



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development, asset management, or a related field, including a minimum of five (5) years in a senior leadership position directing multiple programs, departments, or organizational functions.

- Demonstrated experience with affordable housing programs, HUD regulations, organizational management, strategic planning, regulatory compliance, asset management, housing development and redevelopment, procurement, and public sector operations. Experience with Housing Choice Voucher (HCV), Low-Income Housing Tax Credit (LIHTC), Public Housing, complex affordable housing development, public-private partnerships, and other affordable housing programs is preferred.
- An equivalent combination of education, training, certifications, and experience may be considered.
- Possession of a valid Tennessee driver's license, or the ability to obtain one within a reasonable period after employment, and the ability to be insured under the Authority's automobile insurance program.

Technical Skills

Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint), virtual meeting platforms, and the ability to quickly learn Authority-specific software systems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date



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Employee Name [printed]