

BATTLE CREEK HOUSING COMMISSION  
CHIEF EXECUTIVE OFFICER  
JOB POSTING  
SALARY RANGE: \$104,240 - \$135,512

The Battle Creek Housing Commission (BCHC) Board of Commissioners is seeking to fill the position of Chief Executive Officer. Together with its community partners, BCHC provides housing assistance and services that improve quality of life, build community, enhance safety, and promote personal success for the citizens of Battle Creek and Calhoun County.

BCHC was established in 1960 under the federal Housing Act of 1937, and is primarily funded and regulated by the U.S. Department of Housing and Urban Development (HUD). BCHC provides long-term affordable rental housing and rental assistance to more than 1124 low-income families, seniors and disabled individuals through its Rental Assistance Demonstration (RAD) Developments and the Section 8 Housing Choice Voucher Program.

BCHC owns and manages 320 rental units at four developments, employs 15 administrative and maintenance staff members, and manages an annual operating budget of \$4.3 million.

BCHC is a partner in its local Continuum of Care and administers homeless housing programs for Veterans in the form of a fourteen-bed congregate Veterans Administration Transitional Living program, and has recently partnered with a Permanent Supportive Housing Developer to construct a new 55-unit apartment building for unhoused individuals.

Battle Creek Michigan, well known as the Cereal Capital of the World, is conveniently located between Detroit and Chicago in South West Michigan. It is a vibrant, diverse, and dynamic community full of restaurants & breweries, historical sites, museums, art, parks, and sporting & community events. Battle Creek is home to the state's largest contiguous industrial park representing multiple international companies and nearly 14,000 employees and includes a strong military presence (Air National Guard, Army National Guard, Marine Corp Reserve, Defense Logistics Agency and more).

The salary compensation for this position is \$104,240 - \$135,512 to include an excellent benefits package - Michigan Employees' Retirement System (MERS) Defined Contribution Plan (BCHC 6% Match); Blue Cross Blue Shield of Michigan Health & Dental insurance; Life, Dependent Life, and Accidental Death Insurance; Longevity Pay; Annual Holidays and generous Vacation leave. A variety of voluntary optional benefits including Vision are also available.

Please contact Lee Talmage for more information. [lee@battlecreekhousing.org](mailto:lee@battlecreekhousing.org)

**GENERAL SUMMARY:**

The Chief Executive Officer of the Battle Creek Housing Commission is appointed by the Board and is responsible for the overall leadership, administration, and management of all activities, ensuring that all activities support the Housing Commission's mission, strategic goals, and objectives.

The Chief Executive Officer serves the Commission's mission by providing opportunities for affordable quality housing to assist individuals and families and to encourage independence within the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure compliance with all applicable local, state, and federal laws, overseeing organization operations and long-term planning, while managing relationships with residents, public agencies, private partners, and the community.
- Responsibly lead and execute the business of the Battle Creek Housing Commission and its associated Non-Profit Entities under the general direction of the Battle Creek Housing Commission Board of Commissioners, Federal and State laws, formal agreements, by-laws, regulations, internal policies and procedures.
- Collaborate with the Board to lead strategic planning and implement goals and strategies that further advance the agency's mission. Maintain a close level of contact with members of the Board keeping them informed of current matters and consulting with them as needed on matters of policy and operations.
- Responsible for the development and management of personnel and the \$4.3M annual operating budget.
- Skillfully balance the needs and expectations of the Authority's three core stakeholder groups:
  - The Public – including all taxpayers, the broader Battle Creek community, and neighbors – ensuring land and resources are used responsibly, beautifully, and in ways that enrich the city, neighborhoods, and economy.
  - Residents – providing safe, clean, well-designed housing and services that foster integration, opportunity, and long-term success.
  - Team Members – cultivating an empowering workplace where staff grow skills, contribute meaningfully, and thrive in a culture of curiosity, humility, initiative, and service.

**TYPICAL EXAMPLES OF WORK:** An employee in this class may be expected to perform directly or indirectly any of the following:

- Serve as the Secretary of the Battle Creek Housing Commission, preparing the meeting agenda, minutes, and related duties in accordance with by-laws of such commission.
- Develop, monitor, modify and supervise the execution of organizational policy and procedures.
- Enforce/adhere to applicable laws, guidance of the U.S. Department of Housing and Urban Development, and resolutions of the Housing Commission.
- Implement an inspection and maintenance program to determine property maintenance requirements, both routine and non-routine, for all developments.
- Responsible for correspondence between all governmental agencies, including the US Department of Housing and Urban Development.
- Support citywide initiatives for housing infrastructure, and sustainability.
- Maintain communication and working relationships with other local housing authorities, NAHRO, PHADA, MHDA, and advocate legislatively as determined to be beneficial to the Battle Creek Housing Commission.
- Participate in area, regional and national conferences as related to the activities of the Housing Commission and any subsidiary entities that may be formed.

**EDUCATION AND EXPERIENCE:** An employee of this class, upon appointment, should have the equivalent of the following training and experience:

- Bachelor's degree from an accredited college or university with concentration in business administration, social science, urban planning and/or related field. Master's degree preferred.
- Minimum 5 years of experience management of enterprise, funds, personnel, material and property.
- Demonstrated experience in financial management techniques and procedures, including preparation and execution of budgets and attendant controls.

**DESIRABLE QUALITIES, SKILLS AND KNOWLEDGE:**

- Executive level skills in leadership, management, and direct supervision
- Exceptional communication and interpersonal skills interacting with residents, community partners, elected officials, city, state, and federal partners, and the Board of Commissioners (oral, written, and presentation skills)
- Ability to establish and maintain effective working relationships with constituencies, including applicants/residents, employees, board members, regulatory agencies, and the community at large
- Outstanding initiative, resourcefulness, dependability, business judgment and the ability to assume a high level of public responsibility
- Ability to cultivate a positive work environment and inspire staff to the highest level of professional excellence where coaching and mentoring cultivates leadership at all levels
- Superior tact, diplomacy, and judgement
- Time management, organization, and prioritization skills
- Skilled delegator who balances oversight with empowerment and trust
- Thorough knowledge of HUD programs including conventional public housing/RAD PBV/ Section 8 Housing Choice Vouchers, VASH, Homeownership, and the investment of funds, purchasing, property management, real property acquisition, working with government representatives, public agencies and the general public.
- Thorough knowledge of Federal, State and Local laws and ordinances and procedural requirements as they relate to all aspects of Housing Commission responsibilities, including housing management and maintenance, resident management, collections, accounting, budgeting, processes and procedures for complaints in tenancy proceedings, community development, development of human resources among residents, providing social and community services and related activity as may be necessary in the execution of goals.

***The Mission of the Battle Creek Housing Commission is to promote and provide housing opportunities while collaborating with community partners to strengthen neighborhoods, foster dignity, and encourage economic independence.***