

CHIEF PROGRAMS OFFICER

APPLICATION DEADLINE IS TUESDAY, JUNE 30, 2026 AT 11:59PM

Division: Executive
Reports to: Executive Director
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: U
Monthly Salary Range Minimum: \$15,992
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Has oversight of the Tennessee Housing Development Agency's (THDA) non-mortgage related programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and Human Resources.
- Communicates program results to the THDA Board of Directors.
- Serves as a member of the Executive Team.
- Contributes to the organization's strategic plan and direction in collaboration with the Executive Director and leadership team.
- Provides guidance to further develop and implement THDA programs in alignment with THDA's strategic plan.
- Develops and maintains effective working relationships with officials of federal, state, and local agencies, housing industry groups, non-profit housing providers, and the public in order to build partnerships to create and maintain effective housing programs.
- Serves on various THDA committees and cross-functional teams.
- Stays current in industry trends and regulatory compliance through workshops, newsletters, conferences, and affiliation with industry organizations.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree; Master's Degree or equivalent preferred.
- Minimum of six (6) years of relevant supervisory and functional experience, four (4) years of which are relevant to housing program development and/or community development, more than five (5) preferred.
- U.S. Department of Housing and Urban Development (HUD), U.S. Department of Health and Human Services (HHS), U.S. Department of Treasury, U.S. Internal Revenue Service (IRS), and/or U.S. Department of Energy (DoE) related programmatic experience a plus.
- Direct knowledge of and experience with Federal programs, including Housing Choice Voucher (HCV/Section 8), Project-Based Section 8 Contract Administration, Low Income Housing Tax Credit, HOME Investment Partnerships (HOME), Emergency Solutions Grants (ESG), Housing Trust Fund, Weatherization Assistance, and Low-Income Home Energy Assistance (LIHEAP) is a plus.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to provide vision and leadership, and to effectively contribute to decision-making affecting organizational strategy.
- Ability to effectively manage staff; ability to plan, schedule, and evaluate the work of others; delegates work assignments; sets expectations; effectively motivates employees.
- Demonstrates the ability to build and maintain positive relationships with the organization's board members, Executive Team, Leadership Team, staff, and partners.
- Ability to think creatively and work independently.
- Superior communication skills, both written and verbal, to effectively address all levels within the organization.
- Considerable knowledge of the organization, duties and objectives of state housing finance agencies.
- Considerable knowledge of governmental administration and organization.
- Considerable knowledge of state and federal laws pertaining to housing finance, housing and community development, homelessness, and of the problems of low and moderate income housing in both urban and rural areas.
- Knowledge of housing finance, housing supply, and housing construction problems.
- Knowledge of research and data management.
- Maintains a high level of confidentiality.
- Maintains credibility through sincerity, honesty, and discretion.
- Prioritizes and plans work activities effectively; uses time efficiently; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Ability to effectively manage complex projects while working under pressure to meet deadlines.
- Detail oriented, logical, and methodological approach to problem solving.
- Strong organizational skills.
- Documents regularly, thoroughly, accurately, and completely.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

To apply, visit our website at www.thda.org/careers. Note that only on-line applications for positions through this website will be considered. The application must be completed and resume attached for consideration.