

# Job Description

**Job Title:** Blackfeet Housing Executive Director

**Department:** Administration

**Reports To:** Blackfeet Housing Board

**Location:** Browning MT, Blackfeet Tribe

**Salary Range:** Negotiable

## Position Summary:

The Tribal Housing Director is responsible for the overall administration, management, and operation of the Tribe's housing programs and properties. This includes overseeing development, maintenance, rehabilitation, and modernization of housing units; ensuring compliance with federal, state, and tribal housing regulations; and developing policies and programs that promote safe, affordable, and culturally appropriate housing for Tribal members. The Director provides strategic leadership, manages staff, oversees budgets and funding, and works collaboratively with Tribal leadership, federal agencies (including HUD and NAHASDA programs), and community partners to advance the Tribe's housing goals.

## Essential Duties and Responsibilities:

- Plan, organize, and direct all functions of the Tribal Housing Program.
- Administer programs funded by HUD, NAHASDA, Indian Community Development Block Grant (ICDBG), and other funding sources.
- Develop and implement short- and long-term housing plans aligned with Tribal priorities. • Prepare and manage annual budgets, grant applications, and financial reports.
- Oversee property management operations, including tenant relations, maintenance, and occupancy compliance.
- Ensure compliance with all applicable laws, regulations, and grant requirements.
- Supervise, train, and evaluate housing department staff.
- Develop housing policies and procedures for approval by the BH Board.
- Coordinate housing construction, modernization, and renovation projects with contractors, architects, and engineers.
- Maintain accurate records and housing databases.
- Advocate for housing funding and legislative initiatives on behalf of the Tribe.
- Serve as the primary point of contact with HUD, BIA, IHS, and other relevant agencies.
- Promote homeownership and housing self-sufficiency programs for Tribal members.
- Attend Tribal Council meetings and prepare regular progress and financial reports.
- Perform other duties as assigned

## Minimum Qualifications:

- Master's Degree preferred
- Bachelor Degree or better with 5 years or more experience
- Associates Degree with 10 years or more of experience

- Area of study in Public Administration, Business Administration, Housing Management, Urban Planning, or a related field.
- 3 years' experience in a management/supervisory role.

**Preferred Qualifications:**

- Experience working directly for a Tribal government or housing authority.
- Familiarity with federal Indian housing regulations and Tribal sovereignty principles.
- Certification in Housing Management or related professional credentials (e.g., AMHA, NAHASDA Certified Specialist).
- Experience in construction management or property development.
- Experience with NAHASDA and HUD housing programs.
- Knowledge of Tribal governance and the unique housing needs of Native communities.
- Strong budgeting, grant writing, and financial management skills.
- Excellent communication, leadership, and organizational abilities.
- Ability to work effectively with Tribal Council, staff, community members, and federal agencies.
- Proficiency with Microsoft Office and housing management software (Doorways).

**Additional Requirements:**

- Must possess a valid driver's license and be insurable/bondable under Tribal policy.
- Must successfully pass a background check and pre-employment drug screening.
- Blackfeet Housing application and resume with 3 letters of reference dated within 6 months of applying
- May be required to attend evening or weekend meetings and travel for training or conferences.

**Work Environment:**

This position operates in a professional office setting and occasionally in field environments (housing sites, construction areas, etc.). The Housing Director will interact frequently with community members and partners. Must be able to maintain sound judgment under stressful, time sensitive, and high demand situations.

**Note:** Indian preference applies

# Job Advertisement

**Job Title:** Blackfeet Housing Executive Director

**Department:** Administration

**Reports To:** Blackfeet Housing Board

**Location:** Browning MT, Blackfeet Tribe

**Salary Range:** Negotiable

**Closes:** Open Until Filled

## Position Summary:

The Tribal Housing Director is responsible for the overall administration, management, and operation of the Tribe's housing programs and properties. This includes overseeing development, maintenance, rehabilitation, and modernization of housing units; ensuring compliance with federal, state, and tribal housing regulations; and developing policies and programs that promote safe, affordable, and culturally appropriate housing for Tribal members. The Director provides strategic leadership, manages staff, oversees budgets and funding, and works collaboratively with Tribal leadership, federal agencies (including HUD and NAHASDA programs), and community partners to advance the Tribe's housing goals.

## Minimum Qualifications:

- Master's Degree preferred
- Bachelor Degree or better with 5 years or more experience
- Associates Degree with 10 years or more of experience
- Area of study in Public Administration, Business Administration, Housing Management, Urban Planning, or a related field.
- 3 years' experience in a management/supervisory role.

## Mail to:

Blackfeet Housing

Attn: Joe Arrowtop

PO Box 449

Browning, MT 59417

For any additional info or questions please contact:

Joe Arrowtop, BH Personnel Manager, (406) 338-5031 ext.206, [joeat@blackfeethousing.org](mailto:joeat@blackfeethousing.org)

For a complete job description or to download an application please visit our website at:

<https://www.blackfeethousing.org>