

City of Bellevue, Washington ARCH Executive Manager

Job Summary

Are you a strong dedicated leader? Do you have passion and experience in affordable housing leadership and management? We would like you to join our team as the new ARCH Executive Manager. ARCH (A Regional Coalition for Housing) is a unique organization that is a partnership of 15 East King County Cities and King County who have joined together to assist with preserving and increasing the supply of housing for low and moderate income households in the region. The ARCH Executive Manager works with an Executive Board made up of the City Managers and Administrators of the member jurisdictions.

The position oversees the work and administration of ARCH, including acting as lead staff to the Executive Board, managing four professional and administrative staff, and overseeing a program budget of \$700,000. In addition, the position is responsible for supporting the work of a Citizen Advisory Board (CAB), which provides funding and programmatic recommendations to the Executive Board.

Essential Duties and Responsibilities

This is a self-directed position with significant autonomy to carry out the goals and objectives of ARCH, and the specific direction of the ARCH Executive Board and member agencies. The position reports to the Director of Community Development for the City of Bellevue. Bellevue acts as the "administering agency" of ARCH and the Executive Manager, and all ARCH staff are employees of Bellevue. In this unique role, the Executive Manager must coordinate with the ARCH Executive Board and senior level staff and Councils from member jurisdictions to ensure that ARCH activities remain aligned with the housing policies of each member agency.

This position requires graduation from an accredited four-year college or university with a degree in land use planning, urban planning, public policy, architecture, or a closely related field, and a minimum of seven years of progressively responsible related experience and knowledge with urban planning and land use issues including comprehensive plans, land use codes, and regulations, especially as they relate to affordable housing developing and financing.

How to Apply

A brochure, job description, organizational chart for the position and other information on the city are available at

https://www.dropbox.com/sh/jbcagtpgmeh5wdk/AAAJkWs9vira1cJ_umq54QMva?dl=0.

More information about ARCH is available at <http://www.archhousing.org/index.html>.

If you are interested, please submit your resume and cover letter for the ARCH Executive Manager position in Bellevue, Washington by email to mikemercergroup@gmail.com.

In addition to your resume and cover letter, a short 5-7 minute questionnaire has to be completed to fully evaluate your qualifications for the position. **Please complete the questionnaire and submit your resume and cover letter no later than**

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Monday, July 23, 2018. The following is the link to the questionnaire
<https://www.surveymonkey.com/r/JPVfy9F>.

If you have any questions, please do not hesitate to contact me at (520) 891-1953.
Thank you for considering this great professional opportunity.

Mike Letcher
Senior Vice President
The Mercer Group, Inc