

May 6, 2022

**JOB OPENING: INNOVATIONS AND BUSINESS PERFORMANCE
MANAGER**

Greensboro Housing Authority (GHA) strives for bold ideas and new ways of approaching problems. We aim for every interaction to be driven by our CORE Values: Integrity, Service to Others, Excellence, Communication, Accountability, Innovation, and Collaboration.

GENERAL STATEMENT OF JOB

The Innovations and Business Performance Manager will serve as a business owner overseeing multiple, complex programs, systems, applications, and projects. The employee will drive innovation within GHA by building a culture that rewards bold ideas and new ways of approaching and solving problems to enhance customer experience, both internally and externally, to realize greater efficacies, maximize cash flow, and reduce risks.

Under limited supervision, this employee leads a team in developing and providing innovative business solutions and recommendations for effective and efficient business organization management. These duties include but are not limited to, project planning, to include status reporting, systems performance, preparing individual work plans, ensuring issues and risks are documented, running meetings with subject matter experts (SME), both internal and external, contract and service procurement, and building and maintaining strategic roadmaps for improved operations to ensure priorities map to success metrics. Employee will develop, manage, and execute strategies to refine and enhance features, functionality, and user experience by working closely with innovations and business team members, senior leadership, and chief executive leadership to motivate and devise solution-oriented deliverables to ensure success.

Responsibilities under The Innovations and Business Performance Manager's oversight consist of assessing overall business performance, including regulatory compliance, policy and procedural stewardship; business systems operations; administrative controls; and developing and implementing policy and procedures for procuring services and contracts for business related needs; preparing, reviewing and evaluating complex bid specifications; reviewing bid replies and proposals; acquisition, disposition, and transfer of supplies, materials and equipment; awarding purchasing contracts; and administering contracts for materials, supplies and/or services; Employee is also responsible for telephone and communication equipment which includes systems management, network support services, document management services, and reporting and communication systems. Reports to the Chief Financial Officer. (This is an exempt position under FLSA)

Closing Date: Open Until Filled

Complete application on-line at www.gha-nc.org and send resume to Human Resources, twillis@gha-nc.org

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing.

GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to *Publications*

