



# Chief Executive Officer

Salary: \$137,914 to \$155,223



**SEMMCHRA**

Southeastern Minnesota Multi-County Housing and Redevelopment Authority



# COMMUNITY OVERVIEW

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Southeastern Minnesota offers a unique combination of natural beauty, vibrant small towns, and easy access to larger cities, making it an ideal place to live, work, and raise a family. SEMMCHRA's service area places you within commuting distance of Lake City, Winona, Red Wing, and Rochester - each offering its own character and opportunities. Lake Pepin, often described as Minnesota's most beautiful lake, is at the heart of Lake City and provides endless recreation. Winona and Red Wing are historic river towns known for arts, culture, and strong schools, while Rochester, home to the Mayo Clinic, offers world-class healthcare, employment, and amenities just 50 minutes from Wabasha.

Wabasha itself is a welcoming community on the Mississippi River, offering affordable living, ease of commuting, and small-town charm. Parking is never an issue, making even a reverse commute to Rochester simple. For families, Wabasha is home to St. Felix Catholic School, which is connected to Cotter Schools in Winona, one of the top college-prep systems in the country. The region provides excellent public schools and private options that prepare students for lifelong success. The Chief Executive Officer is an on-site leadership role, embedded in the Wabasha community and closely connected to SEMMCHRA's staff, partners, and residents.

The area is also a paradise for outdoor enthusiasts. Wabasha County alone has more than 48,000 acres of state forest land within the expansive Richard Dorer State Forest, part of over 1 million acres across southeastern Minnesota. The Driftless Area's rolling bluffs, trout streams, and hidden valleys make it a destination for hunting, fishing, and hiking. Buffalo County, Wisconsin, just across the river, is renowned nationwide for premier whitetail deer hunting. Residents enjoy the Zumbro River bottoms, Whitewater State Forest, and year-round access to trails, waterways, and wildlife.

Blending outdoor adventure with culture, southeastern Minnesota is alive with festivals, arts, and community events. With the Twin Cities just 90 minutes away and the North Shore a few hours' drive, residents can enjoy both peaceful rural living and urban amenities.





# THE ORGANIZATION

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## Background & History

The **Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA)** was established in 1981 when Wabasha and Goodhue counties recognized a critical shortage of affordable and safe housing for elderly, disabled, and low- to moderate-income households. To address these challenges, they joined forces to create a regional authority. In subsequent years, Dodge and Winona counties became part of the initiative. Today, SEMMCHRA serves as the primary housing and redevelopment authority across a large multi-county area in southeastern Minnesota.

### MISSION

**To enhance and strengthen communities through advocacy, collaboration, and promotion of self-reliance, housing, and community development.**

### VISION

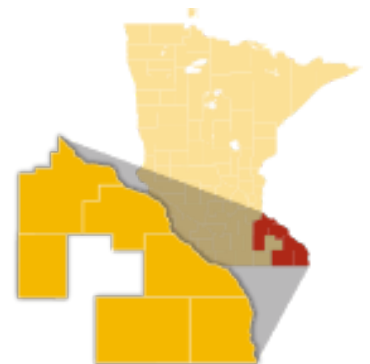
**To be a recognized leader and advocate for housing opportunities and community development solutions throughout southeastern Minnesota.**

These guiding principles emphasize both the direct provision of housing support and the capacity-building of communities to sustain affordable housing and revitalization efforts.

## Service Area

SEMMCHRA serves a broad region in southeastern Minnesota, operating directly in Dodge, Fillmore, Goodhue (excluding the City of Red Wing), Houston, Wabasha, and Winona Counties (excluding the City of Winona). In addition, the agency provides services through contract and joint powers agreements in Houston and Fillmore Counties, as well as in the Cities of Red Wing and Winona.

This regional footprint enables SEMMCHRA to pool resources and expertise across multiple jurisdictions, ensuring that even smaller communities can access large-scale housing and redevelopment programs they could not manage independently.



## Governance & Leadership

SEMMCHRA is governed by a Board of Commissioners consisting of nine members, with two representatives appointed by each participating county. One seat is reserved for a resident commissioner with lived experience in Section 8 or Public Housing programs. The Board sets policy, approves budgets, and provides strategic direction for the organization.

Day-to-day operations are led by the Chief Executive Officer (CEO) and a dedicated staff of 23 employees across five departments: Administration (2), Community Development (3), Fiscal (2), Rental Housing (11), and Rental Assistance (5). Together, this team oversees programs, partnerships, compliance, and financial management.



# THE ORGANIZATION

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## Programs & Services



### Rental Assistance & Public Housing

SEMMCHRA manages the Section 8 Housing Choice Voucher Program, serving over 450 households annually with more than \$3 million in assistance. It also owns and operates public housing units that provide stable, affordable homes for nearly 1,000 residents, including seniors, people with disabilities, and families.



### Homeownership & Self-Sufficiency

The agency supports first-time buyers with loans and down payment aid, and offers the Section 8 Homeownership option that allows subsidies to be applied toward mortgages. Through the Family Self-Sufficiency Program (FSS), participants work with case managers to set goals, increase income, and build escrow savings for future stability.



### Housing Rehabilitation

SEMMCHRA administers programs that help homeowners repair and preserve existing housing. Projects typically address safety, energy efficiency, and livability, with multiple rehabilitation projects completed each year to maintain housing quality in small towns and rural areas.



### Redevelopment & Capital Improvements

Using tools such as Tax Increment Financing (TIF) and state/federal grants, SEMMCHRA partners with local governments to revitalize neighborhoods and stimulate economic growth. In 2023, more than \$1.2 million was invested in capital improvements, with significant additional work planned in coming years.

## Funding Sources

SEMMCHRA's programs are supported by a diverse mix of funding streams, including:

- **Federal Agencies:** primarily the U.S. Department of Housing and Urban Development (HUD) and U.S. Department of Agriculture (USDA).
- **State of Minnesota:** Minnesota Housing Finance Agency (MHFA) and Department of Employment and Economic Development (DEED).
- **Regional & Local Sources:** Greater Minnesota Housing Fund, county and city levies, tax increment financing, and bonding authority.
- **Private Partnerships:** local banks, foundations, and utility companies often partner on rehabilitation and development projects.

This mix of funding ensures stability, while also requiring SEMMCHRA to remain compliant with a complex web of regulations and reporting requirements.



# THE ORGANIZATION

## Operational Expenditures

|   |                     |
|---|---------------------|
| Project Operating Expenses.....           | \$3,772,550         |
| Section 8 HAP Expenses.....               | \$3,336,625         |
| Annual Debt Service Payments.....         | \$1,356,453         |
| Administration Expense.....               | \$965,767           |
| Tax Increment Financing Expenses.....     | \$132,000           |
| Other Grant Expenses.....                 | \$1,300,722         |
| Public Housing Capital Grant Expense..... | \$61,106            |
| General Expenses.....                     | \$204,658           |
| Capital Reserve Funding.....              | \$267,941           |
| <b>Total.....</b>                         | <b>\$11,397,825</b> |



## Community Impact

SEMMCHRA's impact extends beyond providing housing, it stabilizes families, supports workforce housing, strengthens local economies, and enhances community vitality. By maintaining affordable rental housing, facilitating homeownership, rehabilitating aging housing stock, and investing in redevelopment, SEMMCHRA prevents homelessness and housing insecurity, helps families achieve financial self-sufficiency, improves the quality and sustainability of housing across small towns and rural communities, and supports local governments that lack in-house resources to manage housing and redevelopment programs.





# ABOUT THE POSITION

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## **Core Duties**

The Chief Executive Officer provides vision, leadership, and oversight of all housing and community development programs. Working closely with the Board of Commissioners, staff, and community partners, the CEO ensures the Authority fulfills its mission of strengthening communities and expanding housing opportunities. To support a successful transition and long-term effectiveness, the individual selected for this position will receive one year of executive coaching through DDA Human Resources, Inc., focused on leadership development, organizational alignment, and governance support.

## **Regulatory Compliance & Program Oversight**

Ensure all programs operate in compliance with federal, state, and local laws. Guide the planning, delivery, and evaluation of services; respond to audits and oversight reviews; and make improvements where needed. Approve key acquisitions and major purchases to support SEMMCHRA's mission.

## **Board Relations & Governance**

Serve as the primary advisor to the Board of Commissioners, preparing agendas, recommending policies, and keeping the Board informed on organizational activities and priorities. Carry out Board decisions and represent the Authority in official actions, including oversight of affiliated nonprofit entities.

## **Program Development & Partnerships**

Lead the creation and evaluation of new housing and redevelopment initiatives. Build partnerships with counties, cities, developers, and state and federal agencies. Direct funding applications, housing plans, and contracts, while identifying emerging opportunities and innovative solutions.

## **Leadership & Staff Management**

Supervise department directors and staff, fostering a culture of accountability, professional growth, and collaboration. Guide hiring, performance management, compensation, and organizational structure to ensure SEMMCHRA's continued success.

## **Financial Management**

Oversee all aspects of the Authority's finances, including budgeting, audits, and reporting. Approve expenditures, monitor financial health, and maintain relationships with financial institutions and partners.

## **Government & Legislative Relations**

Strengthen relationships with elected officials and policy leaders. Advocate for housing and redevelopment priorities, monitor legislation, and represent SEMMCHRA in regional and statewide associations.

## **Public Relations & Community Engagement**

Act as a visible and approachable leader in the community. Represent SEMMCHRA with media, civic organizations, and educational institutions, and maintain strong connections with residents and stakeholders.

## **Contractual Authority**

Execute contracts and agreements on behalf of SEMMCHRA, including those related to affordable housing projects and partnerships.





# ABOUT THE POSITION

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## Core Duties

### Leadership & Vision

- Visionary and strategic thinker who can set direction and anticipate future challenges.
- Adaptable and resilient, able to navigate regulatory, economic, and societal change.
- Creative and innovative, bringing fresh ideas and solutions to complex issues.
- Decisive yet collaborative, balancing confidence in decision-making with openness to input.

### Integrity & Character

- Demonstrates honesty, trustworthiness, and strong ethical standards.
- Models accountability and fairness, making consistent, principled decisions.
- Humble leader who seeks advice when needed and builds a reliable network of support.

### Communication & Relationships

- Strong communicator who is clear, persuasive, and personable across diverse audiences.
- Skilled at building rapport and trust with staff, board members, partners, and the public.
- Emotionally intelligent and empathetic, leading with compassion and understanding.
- Even-keeled and authentic, able to resolve conflicts with respect and fairness.

### Staff Development & Organizational Culture

- Committed to supporting employees through trust, transparency, and positive reinforcement.
- Skilled at workforce assessment, coaching, and delegation—trusting staff while maintaining accountability.
- Creates a culture of collaboration, empowerment, and continuous growth.

### Operational & Technical Expertise

- Strong problem-solving, time management, and negotiation skills.
- Knowledge of government finance, housing programs, and the complexity of public funding.
- Prudent decision-maker who aligns resources with core organizational goals.

### Passion for the Mission

- Enthusiastic and committed to advancing SEMMCHRA's mission and core values.
- Human-first approach that prioritizes the dignity and needs of residents and employees alike.





# POSITION ANNOUNCEMENT



**Organization:** Southeastern Minnesota Multi-County Housing and Redevelopment Authority

**Position:** Chief Executive Officer

**Work Location:** Onsite - SEMMCHRA's administrative office in Wabasha, Minnesota

**Salary:** \$137,914 to \$155,223

**Benefits:** Comprehensive, including Medical, Dental, Vision, Disability, Life, Pension, PTO, Public Service Loan Forgiveness Program (PSLF), and one year of professional coaching support provided by DDA Human Resources, Inc. to support onboarding and long-term success

**Application Deadline:** Open until filled

**Job Summary:** The Chief Executive Officer provides vision, leadership, and oversight for the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA). Reporting to the Board of Commissioners, the CEO ensures effective planning, direction, and evaluation of all programs and policies, while overseeing efficient administration and the supervision of department heads. This position is based in SEMMCHRA's Wabasha office and requires regular, on-site presence to effectively lead staff, support the Board of Commissioners, and engage with communities and partners throughout the region.

**Minimum Qualifications:** Bachelor's degree in a related field plus seven (7) years or more experience in a progressively responsible management position in a private or governmental organization, including three (3) years supervising the work of professional staff. Demonstrated management and executive leadership experience is preferred, along with a master's degree, law degree, or advanced certifications.

**Apply:** Visit <https://daviddrown.hiringplatform.com/363967-semmchra-executive-director/1389509-application-form/en> to apply. Applications will be reviewed on an ongoing basis until the position is filled. Finalists will be selected and interviews scheduled as applications are received.

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.