

SUSAN K. KUNZ

**PROFESSIONAL SUMMARY:**

I currently oversee the management of 6 affordable multi-family and senior housing properties (251 units) and responsible for the contractual compliance, financial and staffing aspects of the organization required for its success. These properties are subsidized by HUD Project-Based Section 8, Project Rental Assistance Contract (PRAC 202) and Low Income Housing Tax Credits. I also have over 11 years of experience in the planning, administration and operations of federally funded housing programs to include Community Development Block Grant (CDBG), HOME Investment Partnership Program, Neighborhood Stabilization Program (NSP), and Housing Choice Voucher-Section 8 and federally funded workforce programs to include the Workforce Innovation and Opportunity Act (WIOA). I have successfully led teams to meet the needs of the community through the effective administration of these programs.

**EXPERIENCE:**

**2/2016-current**

**Executive Director**

**Big Island Housing Foundation – Hilo, HI**

- Create annual budgets, including regularly monitoring of the budget to maintain accountability and ensure fiscal responsibility
- Provide leadership and management direction for the organization's administration, strategic planning and supervision of staff
- Design and implement a strategic business plan
- Work with relevant staff and leadership to develop and execute a strategy to maintain and/or increase the organization's capability
- Work closely with board members and staff to identify, cultivate, steward and achieve the mission of the organization
- Ensure proper office operations, communications, and resources are available for staff and leadership
- Prepare/supervise necessary progress reports and documents for board meetings and attend all meetings
- Work with property owners and investors to ensure we are meeting the financial goals of the partnership
- Work closely with developers and community partners to ensure the continued development of affordable housing interests in the County of Hawaii

**EXPERIENCE:**

**2/2015 – 12/2016**

**Housing Administrator**

**County of Hawaii – Office of Housing and Community Development – Hilo, HI**

- Reported directly to the Mayor

- Developed and implemented a comprehensive affordable housing plan in coordination with Local, State and Federal stakeholders
- Directly responsible for the administration and operation of the County's housing programs including but not limited to: CDBG, HOME, NSP, HCV Section 8, Fair Housing, 201H and WIOA.
- Responsible for the planning, funding and construction of the County's housing development projects
- Responsible to staff the office with the necessary personnel to carry out the purposes of the County Code related to the Office of Housing and Community Development
- Administered all housing special funds in accordance with prescribed laws and procedures
- Developed and administered the Department's budget and was responsible for all expenditures in accordance with prescribed laws and procedures applicable to the expenditure of all County funds
- Worked with County Council members to promote the development of affordable housing, address homelessness and furthering the mission of the county housing programs
- Acted as a community liaison with private and non-profit developers
- Participated on boards and committees to address all aspects of housing related issues
- Coordinated with Civil Defense to work with Local, State and Federal agencies during natural disasters to assemble and lead housing teams conducting residential disaster assessments for the county

7/2012 – 1/2015

**Assistant Housing Administrator**

**County of Hawaii – Office of Housing and Community Development – Hilo, HI**

- Advised and assisted the Housing Administrator in all internal management, fiscal, technological and personnel staff functions
- Directed the compilation and analysis of statistical and other data and prepares reports
- Managed personnel; participated in the overall planning and programming activities for the office
- Represented the Housing Administrator in hearings and meetings with various groups regarding administrative and operational matters; performs the duties for the Housing Administrator as assigned by the Housing Administrator

5/2008 – 7/2012

**Office of Housing and Community Development Specialist VI**

**County of Hawaii – Office of Housing and Community Development - Hilo, HI**

- Prepared plans and documentation such as budgets, financial feasibility and narratives to manage federal grant programs
- Oversaw the maintenance of the expenditure control ledger and other financial records required for the fiscal control of the programs
- Prepared and developed grant procurement procedures for the CDBG, HOME, NSP, and WIOA and other federal programs/grants

- Prepared and submitted reports, plans and studies required by the federal government in accordance with program regulations
- Prepared program/fiscal reports and other Division reports as required
- Conducted public hearings, workshops, informational meetings and training sessions
- Assisted the Housing Administrator and Assistant Housing Administrator with long range planning
- Supervised Housing & Community Development Specialist V, IV, III and Clerk III

3/05 – 5/08

**Office of Housing and Community Development Specialist V**

**County of Hawaii – Office of Housing and Community Development - Hilo, HI**

- Operated a federally mandated One-Stop consortium of 11 agencies which provided social service programs to the community
- Designed and coordinated workforce development activities for the community at-large to include: youth, ex-offender and other at risk populations
- Coordinated community job fairs and employer forums
- Conducted presentations to provide program information to government officials, community organizations and business associations
- Administered the Federal Workforce Investment Act and Reed Act programs including Youth, Adult and Dislocated Worker Programs
- Developed contract agreements, project budgets, time schedules, and implements project/program direction to meet program performance measures
- Prepared 5-year local area plans and annual plans to meet federal program guidelines
- Wrote reports required by the federal/state governments in accordance with program regulations
- Staffed the Workforce Investment Board (21 members) and required sub-committees in accordance with federal program requirements
- Supervised Housing & Community Development Specialist III, IV and Clerk III

4/01 – 3/05

**Employment Service Specialist II (3/03-3/05)**

**Employment Service Specialist I (4/00-3/03)**

**Workforce Development Division - Hilo, HI**

- Coordinated and organized the development of a Youth System Builder program that included a youth internship program, train-the-trainer program, and the development of a youth website
- Worked with employers, community organizations and professional associations to coordinate training and employment opportunities for participants
- Conducted presentations in the community to provide information and instruction on programs that contributed to the development of the labor force in our community
- Counseled low income adults and dislocated workers to provide necessary training to pursue and obtain employment goals

**SKILLS:**

- Proficient in MS Office programs
- Strategic Thinking
- Effective Management
- Excellent Communicator
- Facilitate Meetings
- Public Speaking

**BOARDS AND COMMITTEES:**

- Statewide Housing Director's Committee, Chairperson
- Special Action Team for Affordable Rental Housing, Appointed Member
- State Workforce Development Council, Appointed Member
- Committee on Aging, Appointed Member

**EDUCATION:**

B.A. Degree in Business Administration  
University of Puget Sound – Tacoma, WA

**LICENSES AND CERTIFICATES:**

Real Estate Salesperson, State of Hawaii  
Certified Occupancy Specialist

**Professional References:** Available upon request