

Job Description: Executive Director – San Antonio Housing Trust Foundation

Job Description EEO Category: Professional

Purpose and Goal of the Executive Director:

Over the last two years, community organizations, residents, and the City of San Antonio have worked to develop community-wide strategies for addressing San Antonio's affordable housing crisis. One strategy was to assess the San Antonio Housing Trust Foundation and its related entities (the San Antonio Housing Trust, Public Facility Corporation, and Finance Corporation) and provide recommendations for enhancing their collective efficacy and impact. In Summer 2019, the City released the assessment and recommendations. The Trust Foundation is now seeking a leader to bring key stakeholders together, determine the best structure for the Trust Foundation and its related entities, and develop new strategies and partnerships to strengthen our impact on affordable housing.

The Executive Director will:

1. Understand, manage, and strengthen the organizational structure and lines of business and revenue for the Trust and its related entities.
2. Work with leaders and residents in San Antonio's housing ecosystem to understand the current role of the Trust and its related entities.
3. Work with board and staff of the Trust and its related entities to determine roles and responsibilities of Trust to increase and improve impact.
4. Work with board and staff to ensure the Trust and its related entities improve transparency, accountability, communication, and efficiencies.
5. Build/Designate/Form a dedicated source of funds to increase the impact of the Trust in affordable housing
6. Explore and implement best practices of peer organizations that have increased their impact on affordable housing.
7. Manage and administer current Trust operations and budget.

Candidate Qualities and Qualifications:

This is highly skilled administrative, management, and financial analysis work related to the management, performance, and enhancement of the City of San Antonio Housing Trust and the San Antonio Housing Trust Foundation, Inc. This position requires considerable knowledge of the financial aspects of housing development projects and programs as well as the ability to identify and obtain additional funding and revenue sources for the Trust Fund and Foundation. Initiative and independent judgment are essential. Extensive knowledge of real estate finance; affordable housing development; federal, state, and local entitlement programs; and the community development process is necessary. Ability to work effectively with the public sector, private for-profit, and private non-profit sectors is essential. Experience in both public and private sector housing finance and knowledge of regulatory environment required. Competence in planning, financial analysis, and negotiation needed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in finance, public administration, community development, or a related field.
- At least five years of professional experience in real estate finance and/or affordable housing development.
- Knowledge of Federal, state, and local entitlement programs.
- Experience working effectively with the public, private for-profit, and private non-profit sectors.
- Knowledge of regulatory environment.
- Competence in planning, financial analysis, and negotiation.

PREFERRED QUALIFICATIONS

- Master's degree in finance, public administration, community development, or a related field.
- Ten years of experience in real estate finance and/or affordable housing development.

COMPENSATION PACKAGE

- Depending on expertise and experience, salary and benefits range from mid to high \$100ks
- Car allowance
- Phone allowance
- Retirement savings match (SAHTF matches up to 12%)

AREAS OF MANAGEMENT

- Plans, directs, and oversees the activities and operations of the San Antonio Housing Trust Foundation, including management of the Housing Trust, Finance Corporation, and Public Facility Corporation.
- Serves as the primary staff person for the Housing Trust, Housing Trust Foundation, Finance Corporation, and Public Facility Corporation Board of Trustees.
- Works with the Housing Trust Fund Board of Trustees to set the strategic direction of the Trust, and to develop and refine guidelines and policies pertaining to the Housing Trust Foundation.
- Establishes effective working relationships with City of San Antonio departments, neighborhood leaders, and other individuals and groups on long-term revitalization and reinvestment goals and related projects.
- Works closely with Finance Corporation and Public Facility Corporation legal team to negotiate and execute affordable housing developments in San Antonio.
- Represents the Housing Trust in local and national partnerships.
- Responsible for development of non-Trust sources of financial support for Trust operations, Trust supported projects, Trust formulated affordable housing policies, and endowments for the Housing Trust Fund.
- Effectively communicates with the City of San Antonio's business community, banking community, and neighborhood organizations regarding the objectives and purposes of the Housing Trust Fund, Finance Corporation, and Public Facility Corporation.
- Provides technical assistance and expertise on affordable housing grant programs, i.e. HOME/CHDO, NAHP, etc., in the applications and proposals process.

- Administers policies and procedures. Reviews and signs Trust Foundation communications and contracts. Explains, justifies, and defends Trust programs, policies, and activities, as needed; and negotiates and resolves sensitive, crucial, and controversial issues.
- Attends City Council meetings and takes necessary action regarding Council agenda items. Makes formal presentations to city staff, City Council, outside organizations, and businesses, as necessary. Serves on City department panels and committees to support City of San Antonio's Coordinated Housing System.
- Administers and coordinates funding award process with designated entities. Keeps current with relevant federal, state, and City of San Antonio regulations. Prepares request for proposals packages related to Housing Trust Fund Programs. Disseminates information to the community regarding housing policies and the availability of housing programs. Coordinates RFP process. Analyzes proposals submitted for funding and makes recommendations to the Housing Trust Fund Board of Trustees regarding the economic feasibility of individual projects.
- Responsible for developing and monitoring key performance indicators and metrics to measure impact and for sharing data related to funding options for revitalization projects and neighborhood demographics.
- Other related duties and responsibilities as may be needed and defined by the Housing Trust Fund Board of Trustees.