



SAN ANTONIO
HOUSING
TRUST



**DIRECTOR OF
DEVELOPMENT**
RECRUITMENT PACKET



W E L C O M E



SA HOUSING TRUST

CREATING & PRESERVING AFFORDABLE HOUSING IN SAN ANTONIO

The San Antonio Housing Trust creates and preserves housing that is affordable, accessible, attainable, and sustainable. We provide financial solutions while facilitating strategic partnerships with affordable housing related charities, social enterprises, and builders. This creates a path that builds and sustains neighborhoods, empowers residents, and provides for positive equitable outcomes.

The San Antonio Housing Trust understands that providing affordable housing is not just about “sticks and bricks.” It’s about providing stable and dignified homes that support our essential workforce, low-income families with children, older adults, persons with disabilities, veterans, persons experiencing homelessness, and other inequitably disadvantaged San Antonian’s. While our focus is always forward looking to the next affordable housing opportunity, here is what is in the rearview mirror.



Since 2011

10,198

housing units supporting our essential workforce, families with children, older adults, and persons with disabilities.

5,863

units impacting households with income ranges from 30 – 60% AMI

2,152

units impacting households with incomes from 61-80% AMI.

\$3.6 Million

grants and loans awarded to create and preserve affordable housing

\$6 Million

Awarded to the City’s COVID Emergency Housing Assistance program that prevented foreclosures and evictions during the pandemic

SAN ANTONIO HOUSING TRUST

HOW WE'RE STRUCTURED

The San Antonio Housing Trust is a fund established in the late 1980's with a \$10 million corpus by the City of San Antonio governed by a Board of Trustees appointed by the San Antonio City Council. The Trust is also capable of accepting and holding land in Trust. Over the decades, the City of San Antonio added three additional entities designed to utilize different tools to promote affordable housing.



HOW WE'RE STRUCTURED

SAHT FOUNDATION INC.

The day-to-day administration of the Housing Trust Fund and its affiliated entities is performed by the San Antonio Housing Trust Foundation, Inc. which was initially formed in 1991, as a Section 501(c)(3) non-profit organization, under contract with the City of San Antonio. Our aim is deliver affordable housing programs that serve disadvantaged populations through awards to charitable non-profits and social enterprises.

SAHT PUBLIC FACILITY CORPORATION

The San Antonio Housing Trust Public Facilities Corporation (PFC) is a tool utilized by the Trust to create new affordable housing opportunities with the development community. This structure allows a property tax exemption which reduces operating expenses and sales tax exemption which reduces building costs thus allowing an affordable housing project to be financially feasible. In exchange, the community receives both affordable units and a financial return to support other affordable housing initiatives.

SAHT FINANCE CORPORATION

An entity formed by the Trust for the sole purpose of issuing private activity bonds to support the development or preservation of affordable housing projects. The Finance Corporation issues bonds to provide below market interest rate financing for affordable single and multi-family housing.



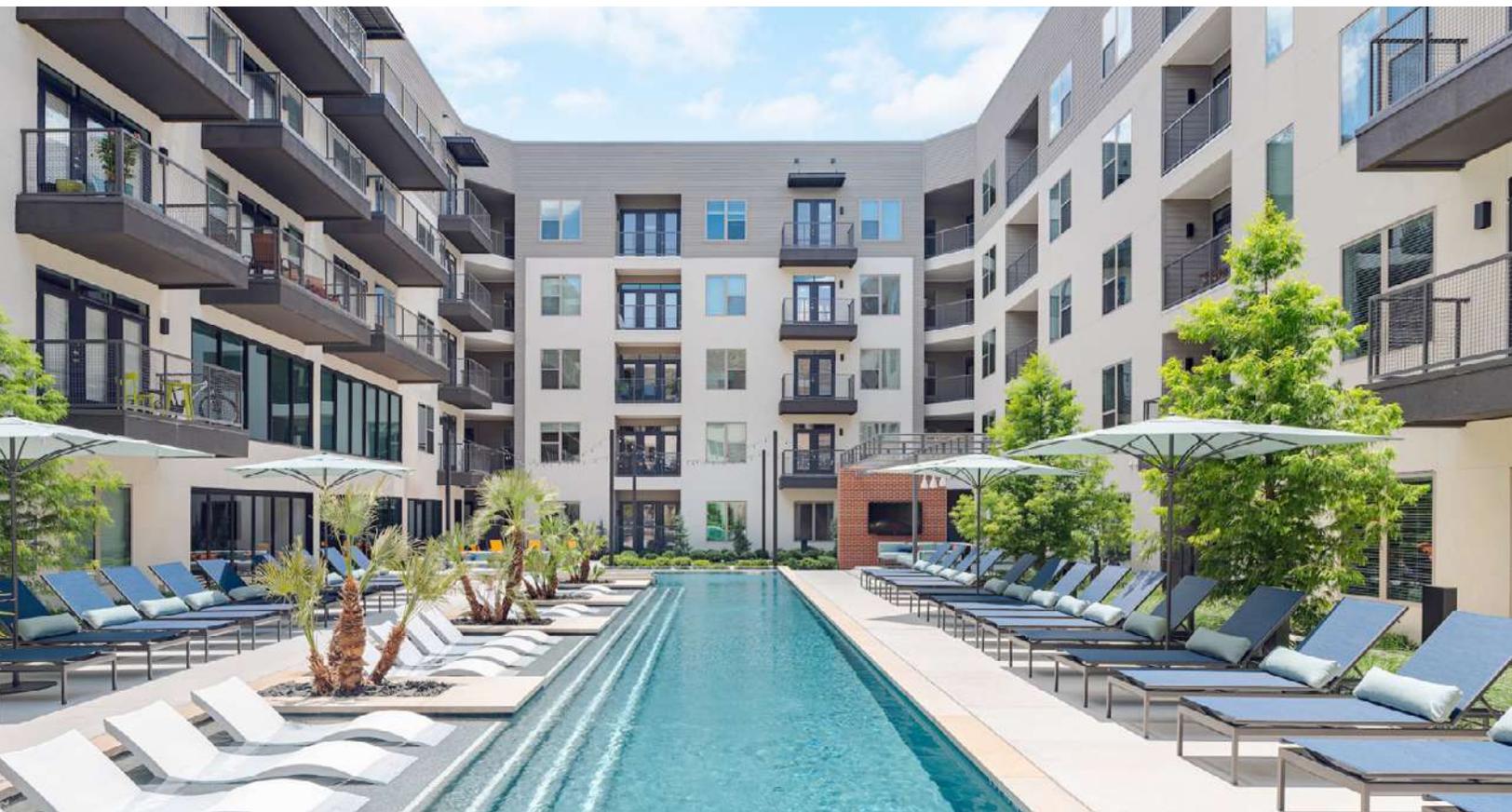


DIRECTOR OF DEVELOPMENT

THE POSITION

Under the direction of the Executive Director, the Director of Development is responsible for planning, directing, and overseeing acquisition and development activities of the San Antonio Housing Trust entities including full managerial and administrative tasks involved in planning, organizing, coordinating, and directing these efforts. The position shall also conduct acquisition and development-related research to improve policies and procedures.

This position will work with the Executive Director in developing, planning, and implementing strategies, goals, and objectives of the Board in accordance with the SAHT Five Year Strategic Plan, currently in development. This position exercises direct supervision over our Commercial Brokerage Firm, Bond Underwriting Firm, Financial Advisors, and other related consultants.



WORK WITH US



ESSENTIAL JOB FUNCTIONS

- ▶ Manages the SAHT's pipeline of affordable single family and multi-family housing development and preservation actions including future related activities such as land acquisition, multi-family new construction and preservation, community land trusts, and permanent supportive housing.
- ▶ Achieves programmatic and policy objectives by determining financial feasibility of affordable housing related projects while seeking to further goals such as incorporating tenant right provisions, tenant assistance funds, sustainable and universal design requirements, and other beneficial policies to maximize resident impact. This may also include securing and leveraging other public and private sector funding sources with the aim of maximizing a return on community investment.
- ▶ Prepares correspondence, communications, presentations, and other documents in support of the Executive Director and Board.
- ▶ Coordinates with development partners on funding applications for Low Income Housing Tax Credit Program, Tax Exempt Bond Financing, and other potential development partnerships.
- ▶ Develops, tracks, and analyzes Key Performance Indicators on annual metrics and ensure alignment of the City's Strategic Housing Implementation Plan goals.
- ▶ Present monthly, quarterly, and annual progress reports to Executive Team and Board of Directors
- ▶ Represents the Trust to the public, stakeholders, partners, board members, and elected leaders.
- ▶ Other duties as assigned by the Executive Director.



SAHT DIRECTOR OF DEVELOPMENT

DIRECTOR OF DEVELOPMENT

EDUCATION

- ▶ A Master's Degree is preferred from an accredited college or university with preferable coursework in Business, Finance, Real Estate, or Public Policy a related field.
- ▶ Five (5) years of increasingly responsible experience in a professional setting with a proven coordination skillsets and highly effective communication capabilities, to include one (1) year of supervisory responsibility. Ten (10) years of increasingly responsible experience may supplement for 1 year of supervisory experience.
- ▶ Must have a Class C Motor Vehicle License or equivalent and an acceptable driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- ▶ Extensive knowledge of real estate development and housing finance with an understanding of public programs and incentives.
- ▶ Excels at understanding the acquisition and development process.

- ▶ Ability to communicate clearly and concisely, both orally and in writing.
- ▶ Skill in using office equipment.
- ▶ Excels at organization, time-management, problem solving, and procurement
- ▶ Knowledge of operating expense budgets and property operating budgets
- ▶ Knowledge of land acquisition, site feasibility, and pre-development process
- ▶ Knowledge of Federal Programs such as Ginnie Mae, Fannie Mae, Freddie Mac, Housing and Urban Development (HUD), etc...
- ▶ Excellent computer skills to include Microsoft Office Suite - Word, Excel, PowerPoint, and Access.

- ▶ Exemplify strong relationships with clients, vendors, contractors, construction workers, and maintenance staff.
- ▶ Outstanding communication and interpersonal abilities

PHYSICAL REQUIREMENTS

Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate basic office equipment. Subject to sitting, walking, or standing to perform the essential functions. Working conditions are in an office environment.

SALARY

The San Antonio Housing Trust is offering a competitive salary commensurate with experience. SAHT offers a health and benefit stipend; generous retirement plan; annual, personal, and wellness leave; phone and car allowance; and relocation/moving expenses, if necessary.





HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references, and salary requirements to nicolecollazo@saht.org.

This position is open until filled.

*Please note:
Under the Texas Public Information Act, information from your resume may be subject to public disclosure. The San Antonio Housing Trust Foundation is an Equal Employment Opportunity Employer.*





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210-735-2772