



SAN ANTONIO
HOUSING
TRUST



**DIRECTOR OF
ASSET MANAGEMENT**
RECRUITMENT PACKET



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

10,923

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

6,445

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

2,176

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

\$2.7 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

W E L C O M E

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..



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.

OUR CORE VALUES

COMPASSION

Our empathy toward our residents leads us into action

EQUITY

We strive for fairness and justice as we create housing opportunities that account for the different histories, challenges, and needs of the residents in San Antonio

INNOVATION

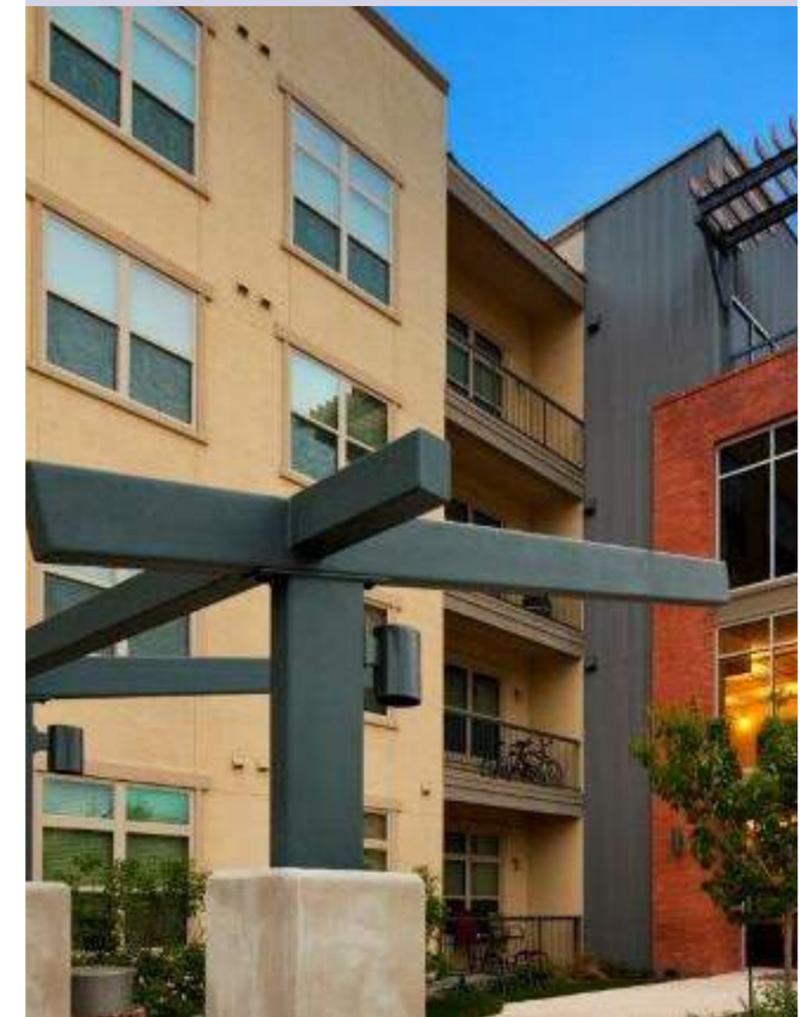
We bring a mindset of continuous improvement to all our work

AGILITY

We are flexible in our approach, bringing responsive and dynamic solutions

INTEGRITY

We affirm there is strength in honesty and transparency





DIRECTOR OF ASSET MANAGEMENT

THE POSITION

► Under the direction of the Executive Director, the Director of Asset Management is responsible for the oversight of a growing portfolio of over 10,000 rental units at 42 apartment communities including those financed through Low Income Housing Tax Credits, Historic Tax Credits, Tax Exempt Bonds, Essential Bonds, and conventional debt and equity. This position is responsible for property level administrative oversight, strategic financial

positioning, operating budget and capital oversight, monitoring escrow reserve requests, tax reporting, contractual and compliance oversight, and SAHT specific policies and programs such as the Tenant Protection Policy, Tenant Assistance Fund, and Affordability Concession Program.

► The position also requires engagement with our development team partners including apartment

community's asset management and property management firms.

► This position shall exercise direct supervision over a Senior Asset Manager, an external compliance firm, and a financial asset monitoring firm, as well as other related vendors and consultants as assigned.



ESSENTIAL JOB FUNCTIONS

► Review and report on monthly, quarterly, and annual financials with partnered entities. Monitor performance against budget, and the financial health of our partnered properties. Develop and implement corrective action strategies for at risk and underperforming assets.

► Track and forecast fee revenue, cash flow, and capital event distributions per applicable legal documents, key performance indicators to track financial performance and physical condition of individual assets and the overall portfolio.

► Represent the SA Housing Trust in general partner, managing mem-

ber, and investor/lender engagements including supporting negotiating efforts.

► Monitor lease-up, stabilization, and conversion to permanent financing for new developments as well as rehabilitation of existing developments

► Ensure all state franchise tax and IRS tax returns, required audits, required bond reports are reviewed, completed and filed timely.

► Perform periodic site inspections to access the physical condition of the asset including coordination of any required authorizations of capital

improvements or budgetary expenditures

► Prepares correspondence, communications, presentations, and other documents in support of the Executive Director and Board.

► Represents the Trust to the public, stakeholders, partners, board members, city/ county staff, and elected leaders.

► Other duties as assigned by the Executive Director.



DIRECTOR OF ASSET MANAGEMENT

EDUCATION

A Master's Degree is preferred from an accredited college or university with preferable coursework in Business, Finance, Real Estate, or a related field.

Ten (10) years of multi-family real estate operational and financial experience including operations, marketing, financial analysis, and portfolio management. Must have a Class C Motor Vehicle License or equivalent and an acceptable driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- ▶ Extensive knowledge of multifamily real estate asset management and property management practices with an understanding of public programs and incentives
- ▶ Strategic thinker with demonstrated ability to embrace technologies that advance business strategy
- ▶ Extensive knowledge of large-scale multifamily property operations, budgets, and physical/capital needs assessments.

- ▶ Knowledge of TDHCA Asset management guidelines and Compliance Monitoring Tracking System (CMTS)
- ▶ Proven track record in designing and successfully implementing corrective action plans to address underperforming or at-risk assets.
- ▶ Demonstrated experience working with local and regional property managers, asset managers, and ownership
- ▶ Knowledge of the Fair Housing Act
- ▶ Knowledge of key transaction documents for LIHTC and Bond transactions
- ▶ Excellent computer skills to include Microsoft Office Suite - Word, Excel, PowerPoint, and Access.
- ▶ Outstanding communication and interpersonal abilities to clearly communicate with internal and external clients, both orally and in writing.
- ▶ Skill in using office equipment.
- ▶ Demonstrate a commitment to a positive and collaborative team-oriented culture

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, and/or standing to perform the essential functions. Working conditions are in an accessible office environment.

OTHER REQUIREMENTS

Texas Class "C" Drivers License at the time of placement and insurable by a liability insurance carrier

SALARY

The San Antonio Housing Trust is offering a competitive salary commensurate with education and 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.

If you are interested in this opportunity, please send a cover letter, resume, references, and salary requirements.



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.*



SAHOUSINGTRUST.ORG

210-735-2772