

The logo for the San Antonio Housing Trust, featuring a decorative arch above the text. The text is in a serif font, with "SAN ANTONIO" in a smaller size above "HOUSING TRUST".

**SAN ANTONIO
HOUSING
TRUST**



**REAL ESTATE
DEVELOPMENT COORDINATOR
RECRUITMENT PACKET**



WELCOME



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

11,247

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

6,655

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

2,290

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

\$5.8 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.



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

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.





REAL ESTATE DEVELOPMENT COORDINATOR

THE POSITION

Under the direction of the Director of Development, the Real Estate Development Coordinator is part of a cross-functional team that will be responsible for assisting and managing components of development and rehabilitation projects in our pipeline, including initial application, evaluation, structuring, board approval, closing, and construction monitoring of

the assets. The Real Estate Development Coordinator will work on tasks related to the development of multi-family housing and other mission-driven real estate projects. Work includes project assistance to the Director of Development.

This position will not exercise direct supervision.



ESSENTIAL JOB FUNCTIONS

- ▶ Track and monitor submission of application package materials, creating standard deal files and Drop-box folders for new transactions.
- ▶ Updates of development schedules and inform Director of Development of project delays and/or cost overruns.
- ▶ Assist in the Construction monitoring process including processing monthly draw, forecast, and contractor pay applications.
- ▶ Ensure development checklist and processes are followed. Update pipeline report for new and active deals to reflect key deal terms and milestone.
- ▶ Coordination of reporting requirements for existing grants and other public-private partnerships.
- ▶ Update the Development Cost Summary monthly to include change orders and cost escalation.
- ▶ Responsible for collaborating to prepare any documentation required so that critical dates are met for application submission for bond allocations, tax credit allocations, construction/permanent project financing, and any city/state funding for financing gaps.
- ▶ Scheduling meetings and conference calls as directed and prepare meeting materials and minutes of meetings to document follow-up activities and responsible party.
- ▶ Manage federal funding that SAHT receives on behalf of the project to complete construction and ensure all documentation is accurate and complete for disbursement and reimbursement of funds.
- ▶ Works closely with third party Development Teams and Consultants (architects, engineers, legal, title company, geotechnical firms, contractor, banks, investors etc.) to monitor and expedite the development process.
- ▶ Ensures that standardized development files are organized, maintained, and updated. Also, maintains standard forms and templates.
- ▶ Conduct post-construction lessons learned discussions.
- ▶ Performs a variety of organizational tasks, including but not limited to, preparation and distribution of correspondence, calendar and scheduling, and meeting coordination.
- ▶ Work with the development team and Director of Development to prepare project reports and presentations to internal committees, investors, lenders, partners, and community groups.
- ▶ Assist in the project handover to include to SAHT's Asset Management team. Assist in the preparation of the transaction summary memo and work with SAHT Asset Management team to identify trailing documents.
- ▶ Cost tracking and analysis related to project costs, including processing/monitoring draw requests and change orders.
- ▶ Obtains bids and proposals from vendors and contractors for assigned projects.
- ▶ Attends construction draw meetings at the site with general contractor, architect, and development partner.
- ▶ Assist in the analysis of development proposals and proformas to determine financial feasibility and compliance with SAHT's five-year plan and development policies.
- ▶ Provides staff support to Leadership team as needed.

REAL ESTATE DEVELOPMENT COORDINATOR

EDUCATION

Equivalent to a bachelor's degree from an accredited college or university with preferable coursework in Real Estate Development, Finance, Construction Management, or a related field.

Five (5) years of experience required in development of multi-family residential, commercial development, or related field. Must have experience with HUD and LIHTC programs. This individual should be familiar with the development, construction, and lease-up processes, and have a working knowledge of the financial analysis and financing of multifamily development/rehabilitation projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- ▶ Proficiency with Microsoft Word, PowerPoint, Project, and Excel
- ▶ Strong written, verbal and presentation skills
- ▶ Strong analytical and problem-solving skills, detail oriented, with the ability to collect, manage, and analyze information.
- ▶ Outstanding presentation, reporting, and communication skills.
- ▶ Demonstrated interpersonal and technical skills.
- ▶ Critical thinking and problem-solving skills.
- ▶ Good organizational and time-management skills.
- ▶ The candidate should be capable of working in an environment with continually changing priorities and objectives.

- ▶ Ability to support multiple projects in parallel and prioritize competing demands.
- ▶ Strong work ethic and ability to be flexible and multi-task and team player attitude.
- ▶ An unwavering desire to be a part of a team that understands that giving back to your community is a priority.

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. Some local travel may be required.

COMPENSATION

The salary range for this position is \$70K-\$82K



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