



POSITION SPECIFICATION

EXECUTIVE DIRECTOR

The Santa Fe Community Housing Trust

Santa Fe, NM

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. As a new division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director & Principal Scott Staub

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at Scott@leadershipsearch.com



TITLE: Executive Director

ORGANIZATION: The Santa Fe Community Housing Trust

LOCATION: Santa Fe, New Mexico

REPORTS TO: Board of Directors

ABOUT THE ORGANIZATION

The Housing Trust is a 501(c)3 non-profit corporation and a CDFI (Certified Development Financial Institution). Established in 1992, the Housing Trust has helped more than 1,500 residents of northern New Mexico counties buy their own home. In addition, the Housing Trust has built and managed 120 affordable rental apartments; it manages a rental assistance program that benefits more 400 renters, including homeless and disabled clients.

Many low and moderate-income households have benefited from the financial and technical assistance provided by the Housing Trust. In addition to the construction and sale of 700 well designed, energy efficient, affordable homes, the Housing Trust has also provided hands-on training and individual counseling for nearly 5,000 potential homeowners.

The Housing Trust provides education in the form of one-on-one counseling and group classes in the areas of: homebuyer training, home maintenance, personal finances, and foreclosure avoidance. They assist home buyers by reviewing their closing documents and attending home closings with them.

The Housing Trust provides four major forms of assistance to low and very-low income clients:

1. Affordable rental housing development using Low Income Housing Tax Credits
2. Affordable home construction and sales
3. Homebuyer counseling and lending for purchases of homes built by the Housing Trust, lower-priced homes on the open market, and price-restricted homes provided through City and County inclusionary zoning programs
4. Land development, specifically a mixed used, mixed income community called *Tierra Contenta*, which is designed to provide low and moderate priced housing for under-served families

About 25% of the Housing Trust's clients are homeless, disabled and have other special needs. Sources of funds for projects and programs include U. S. Department of the Treasury, CDFI Fund, Low Income Housing Tax Credits, federal HOME funds and state government funds administered by the New Mexico Mortgage Finance Authority. Local sources have included Community Development Block Grant funds, developer contributions to affordable housing, general revenue from the City of Santa Fe, and direct cash investments by the Housing Trust.



The Housing Trust has received CDFI grants from the U.S. Department of the Treasury for its lending program.

The Housing Trust has 12 employees, with a Controller, Homebuyer & Lending Program Director, Housing Development Director, and Land Development Manager reporting directly to the Executive Director.

Recognized as a pillar of the Santa Fe affordable housing industry, advocate for “hard to serve” clients, and a best practices example for the State of New Mexico, the Housing Trust is the recipient of numerous awards from national associations and local entities.

ABOUT THE OPPORTUNITY

This is an exceptional opportunity for a proven leader to build upon the Housing Trust’s accomplishments and financial strength, and to take the organization to the next level.

Responsibilities

Strategic Management

The Executive Director (ED) is responsible for the overall operational performance, outcomes achievement, and financial performance of the Housing Trust. S/he will ensure the creation of strategic plans, establishment of multi-year and annual goals and, in conjunction with the board of directors, benchmarks for performance.

To ensure the alignment of grants, equity/debt investments and fee-for-service contracts with the Housing Trust’s Mission, the ED will evaluate new funding opportunities and represent the agency and lead relationship management and negotiations with public agency funders of programs and services.

Collaborative Leadership—Externally and Internally

As a top priority, the ED will maintain and continue to strengthen the position held by the Housing Trust as a leader in advocacy at the state and local level, and develop coalitions for grants and strategic alliances with partner agencies. S/he will work closely with board of directors, lead the senior management team, and encourage alignment of program outcomes, while fostering synergistic cooperation between programs.



Major Areas of Accountability

The ED will spearhead the planning, funding and implementation of existing programs and new projects that continue to provide additional affordable housing to lower income homebuyers and renters in Santa Fe and Northern New Mexico, specifically:

- Construction of affordable rental apartments and homes for purchase by lower-income families and individuals.
- Homebuyer counseling and lending programs
- Planning and overseeing the installation of infrastructure and sale of tracts of land for mixed-income housing in the final phase of the *Tierra Contenta* planned community in Santa Fe

The ED will maintain a strong focus on assisting primarily low- and very low-income homebuyers and renters, as well as those with special needs

Professional Experience/Qualifications

Experience:

- Ten years of progressively responsible management experience in the affordable housing arena with proven ability to manage multiple programs and services
- Minimum of six years' experience in affordable rental housing development, with at least five years of experience working with Low Income Housing Tax Credits, at least two years building and selling affordable homes, and having played the lead role in managing at least three housing development projects
- Demonstrated ability to pursue outcome oriented, mutually beneficial partnerships with a diverse set of stakeholders and experience making proposals to and negotiating with city and state government regarding land use approvals, favorable legislation/regulations, and funding of affordable housing projects
- Experience reporting to a board of directors in an organization of comparable scale and complexity
- Track record of maximizing both earned and contributed revenue streams and managing complex operating budgets of at least \$1M in addition to multi-million dollar annual investments in real estate projects
- A minimum of six years of directing senior staff, including supervision, mentoring, team building and appreciation of diversity of staff in an Equal Opportunity Employer
- Extensive experience managing grant and project financing application processes

Skills:

- Political savvy
- Understanding of organizational development best practices
- Business development
- Strong writing and communication skills



Knowledge and Attitude:

- Passion for the mission of affordable housing and desire to focusing resources on assisting the most disadvantaged clientele
- Ability to work within a very diverse workplace and environment—strong commitment to social justice and public service
- Affordable housing lending—ability to oversee a home purchase lending program with first and second mortgage loan products
- Keen understanding of Low Income Housing Tax Credits
- Understanding of the CDFI Financial Assistance Program
- Some history of volunteer work or public service employment is desirable

Personal Characteristics:

- Interpersonal Skills—the ability to form, sustain and deepen relationships with existing and potential stakeholders
- Proven adherence to the highest standards of personal and professional integrity
- Highly skilled communicator in a wide variety of settings with diverse audiences
- Excellent listening skills and high emotional intelligence
- Authenticity, confidence and self-awareness
- Humility—ability to put others ahead of personal needs
- Sense of humor
- Comfortable with ever-changing environments
- Excellent public speaking ability

Education:

- A Bachelor's degree is required preferably with a relevant major area of study
- Master's degree or equivalent in a highly relevant field is preferred

COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.



TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of the Housing Trust. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to Stacey Konner (Stacey@leadershipsearch.com), with Housing Trust ED in the subject line. Applications will be accepted through February 23rd, 2018.

Inquiries may be made, in confidence, to Managing Director Scott Staub at Scott@leadershipsearch.com.

The Housing Trust of Santa Fe Community is an Equal Opportunity Employer.

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