



## **JOB ANNOUNCEMENT**

### **PRESIDENT AND CHIEF EXECUTIVE OFFICER**

The Housing Trust Fund of Santa Barbara County (HTF) is looking for an experienced housing professional to lead and manage our organization. The HTF is a small nonprofit 501(c)(3) loan fund and certified Community Development Financial Institution (CDFI) whose mission is to expand affordable and workforce housing opportunities in Santa Barbara County, California. We raise capital, design innovative housing solutions, provide low-cost loans affordable housing production loans, offer first-time homebuyer down payment assistance, and promote innovations in affordable housing construction and use of sustainable building materials.

The agency's \$7.4 million Revolving Loan Fund provides low-cost short-term loans to sponsors of affordable housing projects. The \$5.3 million Workforce Homebuyer Program provides deferred payment or low-cost interest-only down payment loans to first-time homebuyers. The new Housing Innovations Program is sponsoring the development of the first 3D printed home in Santa Barbara County. Learn more about HTF and our programs at: [www.sbhousingtrust.org](http://www.sbhousingtrust.org)

**Position Summary:** The President and CEO is responsible for all aspects of HTF operations, management and success. The new President CEO will guide the agency during the next phase of its maturation and develop workable strategies to grow the fund and optimize the agency's response to the opportunities and challenges it faces. The position has multiple functions and responsibilities in the areas of agency leadership, strategic planning, capital and resource development and lending, program design and initiation, and nonprofit management. A special focus will be to develop new capital sources and increase the volume of lending activities. The President/CEO reports to the Board of Directions and supervises the work of a small two-person staff and contractors.

**Duties and Responsibilities:** The position has multiple functions and responsibilities, as summarized below. While candidates may not have experience in all areas, there will be the opportunity to learn through cross-training. Strong candidates should have experience in capital development and lending.

#### **Nonprofit Agency Management:**

- Manage agency operations and systems, update corporate plans and policies and ensure compliance with non-profit charitable corporate reporting requirements.
- Supervise staff and oversee relationships with contract service providers.
- Work with the Board of Directors to develop the agency's capacity to carry out its mission and achieve key goals. Advise the Board on changing market conditions that affect agency goals.

#### **Financial Management:**

- Prepare the annual budget, project and monitor revenue and expenses, approve expenditures under the Board adopted budget, adjust operations as needed to ensure a balanced budget.

- Work with the bookkeeper to ensure timely completion of accurate monthly financial statements, and with the auditors to complete the agency's annual audit and tax returns.

**Fundraising for Operations:**

- Identify funding opportunities and solicit donations from private, nonprofit and government funders.
- Lead in the preparation of grant applications to obtain funds for agency operations.
- Ensure compliance with the conditions and requirements of various funders.

**Capital Development:**

- Carry out capital development activities in coordination with the Board to raise capital from private, public, and nonprofit sources for the agency's loan programs.
- Prepare grant and loan applications to secure capital for the agency's lending programs.
- Maintain positive working relationships with lending partners, investors, foundations, private funders, and government funding agencies.
- Meet all performance, compliance and reporting requirements of capital funders.

**Real Estate Lending, Program Development and Management:**

- Identify funding opportunities, process, underwrite and finance affordable housing projects that align with the agency's mission and are fiscally prudent.
- Oversee the agency's Revolving Loan Fund, Workforce Homebuyer Program and Housing Innovations Program. Maintain lending policies and update program guidelines.
- Develop new loan products and recommend changes to existing loan products, as needed to respond to changes in the housing market, housing needs and opportunities.
- Oversee the corporation's loan portfolio to ensure performance requirements and adequate earned income to maintain the corporation's operations.

**Community Outreach, Advocacy and Technical Assistance:**

- Represent the agency at the local, state and national level.
- Maintain good relationships with local elected officials and staff, developers, financial institutions, community groups and others.
- Oversee agency public relations and communications.
- Provide education, information and technical assistance concerning affordable housing development, financing, policies and strategies to affordable housing developers, community groups, local governments, and the public.

**Desired Characteristics, Knowledge, and Abilities:**

- Strong leadership and collaborative skills.
- Excellent analytical, strategic planning and organizational skills, including the ability to anticipate tasks, set priorities, manage time well and meet deadlines.
- Experience in agency management and working with Boards of Directors.
- Ability to develop, supervise, motivate and lead teams to meet or exceed expectations.
- Experience in effective housing program development and implementation.
- Ability to work successfully with developers, employers, and lenders to arrange capital resources and fund affordable and workforce housing.
- Familiarity with public and private financing sources for affordable housing.

- Ability to establish and maintain effective, cooperative working relationships with elected and public officials, private, public, and nonprofit agencies, and community groups.
- Outstanding presentation and communication skills, with the ability to serve as an effective and inspiring spokesperson, advocate, relationship builder and fundraiser.

**Minimum Qualifications:**

- College or Graduate degree in community development, real estate, finance, urban planning, economics, public administration or a related field or equivalent work experience.
- Five years of progressively responsible professional experience in real estate finance, affordable housing development, foundation capital development, or related field required. *10 years preferred.*
- Five to ten years of experience in a relevant leadership/management role in a nonprofit, private or government agency. *Management experience with a Community Development Financial Institution (CDFI) and/or a 501(c)(3) nonprofit housing development corporation preferred.*
- Knowledge of and experience with the housing project development and approval process, governmental affordable housing finance programs, and California housing laws.
- Five or more years of experience in financial management successfully developing, executing, and reporting operating budgets in an organization with multiple funding sources.
- Competency in strategic planning, financial analysis, and negotiation. Experience working with Boards of Directors to actualize an agency’s goals and program objectives.
- Strong computer proficiency specifically within Microsoft Office (Word/Excel/Outlook).
- Ability to drive to and for work, a valid Driver’s license and current automobile insurance preferred.

**Compensation, Benefits and Location:**

The salary range is \$115,000 to \$140,000 per year, depending on qualifications. Benefits include health benefits, paid vacation, and sick days leave, 401(k) deferred compensation with employer match, and parking benefit.

**Location:** Downtown in the City of Santa Barbara, CA in an office setting. This is not a remote location work position. Interested applicants from outside of the Central Coast region should be aware of local housing costs. Please see the report at the following link: [2024 Rental Housing Survey Report](#). There are no relocation funds available.

**Application Process:** Please submit a cover letter, resumé and a completed HTF employment application to: Housing Trust Fund of Santa Barbara County at: [CAREERS@sbhousingtrust.org](mailto:CAREERS@sbhousingtrust.org).

The position will be open until filled.

The HTF is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, marital status, age, gender identity, sexual orientation, national origin, physical or mental disability, military or veteran status, or any other basis protected by applicable laws.