



## **Director of Finance and Operations The Housing Trust, Santa Fe, New Mexico**

The Housing Trust is seeking an innovative, motivated leader and systems-builder to guide our financial and operational direction and help propel our organization into the next phase impact in the affordable housing and community development sector.

### **About The Housing Trust**

We are a 29-year-old nonprofit established by concerned community members whose mission is to increase the access to affordable housing and financial assistance for families impacted by the rapid housing cost increases and gentrification of Santa Fe, NM. The median home price here is \$560,000—66% higher than the national median, while median incomes are 18% lower. Home prices have increased over 25% in just the last year due mainly to “pandemic” non-resident buyers and a long-term housing supply shortage.

The Housing Trust is a 501(c)3 nonprofit organization and is registered with the U.S. Treasury as a Community Development Financial Institution (CDFI) and as such, it focuses on serving lower-income, Native American and Hispanic households. Fifty five percent of Santa Fe’s population is Hispanic, including descendants of 17<sup>th</sup>-18<sup>th</sup> century Spanish-era colonists and a large number of immigrants from Mexico and Central America. The overriding goal of The Housing Trust is make sure that all people from Santa Fe, or that work in Santa Fe, can afford to live here. Our housing work is also critical to help attract and retain younger newcomers of all cultures, who arrive in large numbers but many of whom also leave due to the city’s extraordinarily high housing costs.

The Housing Trust has provided home purchase counseling to over 5,500 families, built and sold 700 homes, developed 193 rental apartments using Low Income Housing Tax Credits, and made over 2,500 home purchase assistance loans. We operate programs for people transitioning out of chronic homeless as well as unique programs for people living with HIV. Our \$17.4 million loan portfolio is a mix of deferred payment and amortizing second mortgage loans, with a few first mortgages. Our financial assistance/lending goal for 2021 is \$1.9 million. We have a staff of 10, the majority of whom handle client facing duties including housing counseling, homebuyer education and qualifying people for lending, rent subsidies and below market rate homes.

### **Position Summary**

The Director of Finance and Operations will report to the Executive Director. The Director of Finance and Operations is a new position created as a key part of a restructuring aimed at greatly increasing efficiency and production, while also improving staff effectiveness/satisfaction, recordkeeping, reporting to funders, and related aspects of operations. The successful candidate will be expected to complete implementation of Portfol loan tracking software, and to recommend new accounting processes and software to modernize and streamline our diverse financial activities.

The position will supervise our outsourced bookkeeping and accounting as well as the Office Manager, Loan Program Director, Contracts Manager, and outsource loan servicing providers. In total, we have a staff of 10— of which four positions work directly with clients. The Executive Director handles all real estate development projects, the development “staff” consisting of contracted engineers, architects, land planners, development finance and PR specialists, as well as one Executive Assistant position.

## General Responsibilities

- Accounting Management
- Annual nonprofit audit oversight
- Staffing the Audit and Finance Committees of the Board of Directors
- Fiscal management of Government grants and lending program
- Third party contract management
- Financial and operational performance reporting
- IT management and improvements as it relates to operations and fiscal matters
- Asset management of small portfolio of REO and three multifamily rental properties

## Non-Delegated Responsibilities

- Financial projections for real estate development projects, lending and combined operations
- Relationship management with lenders, grant funders and equity partners in LIHTC projects
- Review of real estate development proformas produced by other staff or contractors
- Financial strategies and investment decisions in tandem with the Executive Director
- Proposing and securing new sources of capital
- Supervising annual audits of parent and rental LLC subsidiaries
- Asset management (re: several parcels of land and property management of 3 rental properties)
- Maintaining and proposing improvements to financial management policies and procedures
- Review and approval of all financial statements and other financial reports

## Desired Qualifications

- At least 6 years of progressively more responsible experience in financial management. A background in affordable housing and/or lending is highly desirable.
- A bachelor's degree in accounting or equivalent, MBA a plus.
- Past work and civic activities that show a commitment to community service and social justice.
- Familiar with QuickBooks, MS Office Suite, and G-suite, with a strong aptitude for learning new computer programs quickly.
- Experience with loan portfolio management software is desirable.
- Experience leading a team, mentoring and managing people, building a values-based culture in a small but growing organization.
- Experience raising capital from federal, other government and/or private sources.
- Fast-learner who can communicate to fellow staff members, customers and partners with humility, openness, transparency, and empathy consistent with our organizational values.
- We highly value familiarity with New Mexico and Santa Fe's unique cultural context.

## Compensation

We will pay a highly competitive, market-rate salary commensurate with experience. We offer a full suite of benefits including health and dental insurance, retirement plan, and paid vacation.

## How to Apply

Interested candidates must be legally authorized to work in the United States. To apply please send a résumé and cover letter via e-mail with "Director of Finance and Operations" in the subject line to [info@housingtrustonline.org](mailto:info@housingtrustonline.org) by September 14<sup>th</sup>, 2021.

*The Housing Trust is committed to fostering a diversity and inclusive staff and leadership that reflects the communities we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*