



Deputy Director The Housing Trust, Santa Fe, New Mexico

The Housing Trust is seeking an innovative, motivated leader and systems-builder to guide our 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 \$590,000—66% higher than the national median, while median incomes are 11% lower. Home prices have increased over 30% in just the last year due mainly to pandemic relocators 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 17th-18th century Spanish-era colonists and a large number of immigrants from Mexico and Central America. The overriding goal of The Housing Trust is ensuring 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 more than 200 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. 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 Deputy Director will report to the Executive Director. The core goals of the Deputy Director will be increasing efficiency and growing impact, while also improving staff effectiveness/satisfaction, recordkeeping, reporting to funders, and related aspects of operations. The successful candidate will be expected to manage day-to-day operations of all consumer housing programs. It is envisioned that the Deputy Director would also serve as a successor to the Executive Director.

The position will supervise the Office Manager, Housing Program Manager, Grants and Special Projects Manager, and outsource loan servicing providers. In total, we have a staff of 10— of which five positions work directly with clients. The Executive Director handles all real estate development projects, the development team consisting of contracted engineers, architects, land planners, development finance and PR specialists.

General Responsibilities

- Day-to-day management of consumer housing programs and staff
- Essential human resources and administrative management
- Coordination with our Professional Employer Organization
- Development and/or upgrades to program processes and company policies and procedures
- Identification and implementation of new housing program interventions
- Some organizational grant applications and reporting requirements
- Third-party contract management
- Operational performance reporting
- IT contractor management and improvements as it relates to operations
- Serve in an executive capacity for the Organization when the Executive Director is unavailable

Non-Delegated Responsibilities

- Relationship management with lenders, grant funders, and local builders producing affordable housing
- Proposing and securing new sources of capital
- Maintaining and proposing improvements to financial and organizational management policies and procedures

Desired Qualifications

- At least 6 years of progressively more responsible experience in financial and/or organizational management
- A background in affordable housing, lending, nonprofits and real estate is highly desirable
- 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 technology quickly
- Experience with loan or asset portfolio management 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 and historical 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

To apply please send a résumé and cover letter via e-mail with "Deputy Director" in the subject line to info@housingtrustonline.org by Wednesday March 30th, 2022.

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.