



POSITION ANNOUNCEMENT

DIRECTOR OF ASSET MANAGEMENT, HOUSING DEVELOPMENT PARTNERS



WHAT WE DO

For more than 40 years, the San Diego Housing Commission (SDHC) has provided critical housing services to the City's low-income and homeless individuals and families. SDHC is regarded as one of the most innovative and well-managed public housing authorities in the nation, with its success due in part to the application of private sector management principles to public sector services. SDHC has earned a national reputation as a model public housing agency, creating innovative programs to address the housing crisis in the City of San Diego – the eighth largest city in the nation and the second largest in California.

SDHC has several key initiatives dedicated to creating affordable housing, including Housing Development Partners (HDP), a nonprofit affiliate of SDHC. HDP develops and preserves affordable housing for low- and moderate-income San Diegans through the rehabilitation of existing buildings and new construction. Buildings specifically designed for seniors, families, veterans, workers, individuals that previously experienced homelessness, and tenants with special needs are among the developments in HDP's real estate portfolio. For more information on HDP, please visit: www.hdpartners.org.

LEADERSHIP & CULTURE

We believe housing is a human right. The Director of Asset Management will report to Emmanuel Arellano, Vice President of Asset Management for Housing Development Partners. A 14-year veteran of the organization, Emmanuel has extensive experience in SDHC's real estate programs, having served as Director of Portfolio Management, Asset Manager, Senior Program Analyst, and Program Analyst. He brings energy and innovation to the Asset Management Department, balancing strategic leadership with a very hands-on approach to the work. Emmanuel's path exemplifies the Commission's commitment to training, development, and internal promotion, within a stable culture that supports team members personally and professionally. Our exceptional employee benefits package is another reflection of that commitment to building tenure and strong professional expertise.

COMPENSATION & BENEFITS

- Salary – \$102,000 - \$143,000 DOE/NEG
- 9/80 compressed work schedule with every other Friday off
- Employer paid pension contribution of 14% to base salary
- 457 tax-deferred savings plan with a 1.5% employer match
- Compensation for exceeding performance expectations
- Medical, dental, vision, and life insurance
- Flexible spending account
- PTO: 28 days of annual leave, 14 paid holidays

- Tuition reimbursement of up to \$5,000 annually, training opportunities, and mentoring program
- Wellness and employee assistance programs
- Rewards and recognition program
- Car allowance

For more information, please visit: www.sdhc.org/sdhc-employee-benefits/.

LOCATION

This is a hybrid role with an office located at 1122 Broadway, Suite 300, San Diego, CA 92101.

POSITION SUMMARY

The Director will join a department of 12 talented team members, working collaboratively to develop and preserve housing for low and moderate-income San Diegans. The Asset Management Department sits within the Commission's Housing Development Partners (HDP) division, with offices in Downtown San Diego. Reporting to the Vice President of Asset Management, the Director will manage two asset managers, working as a team to oversee HDP's affordable housing portfolio, including 22 wholly owned properties. Day-to-day management of HDP's 22 wholly owned properties is spread among three third-party property management companies with a total portfolio of 1,075 apartment units and homes.

HDP's portfolio provides critical housing for seniors, permanent supportive housing participants, and families, partnering with third-party resident service / supportive service agencies to provide onsite supportive and resident services at the housing properties. The unit mix includes properties from SRO units to five-bedroom single-family homes, high-rise, garden-style properties, and Accessory Dwelling Units (ADUs) with AMI percentages ranging from 30% to 80%.

Core focus areas for this position include:

- Managing HDP's Asset Management programs, services, and vendors.
- Monitoring and reporting on the portfolio's financial performance and property-related updates as reported by third-party property management companies.
- Monitoring portfolio compliance of all regulatory, lender, and investor requirements and covenants.
- Managing and directing HDP's Asset Management team.

DUTIES & RESPONSIBILITIES

- Manage HDP's Asset Management programs, services, and activities.
- Oversee portfolio and property performance; complete budget to actual comparisons; analyze financial performance and key performance indicators; determine developing performance trends.
- Oversee the property management companies' preparation of annual operating budgets of HDP's portfolio.
- Review and recommend corrections to the annual audits of HDP's portfolio in concert with the HDP Fiscal Services department.
- Ensure the accuracy and timely submittal of annual welfare exemption applications to San Diego County.
- Work with HDP's legal counsel to prepare new applications for exemption from local property taxes and ensure first-year welfare exemption filings are accurate and complete.

- Track the performance of third-party property management companies to evaluate and recommend HDP's continuation of existing annual property management contracts or HDP's award of new property management agreements and administers same after award.
- Participate in professional group and department-wide meetings and stay abreast of new trends and innovations in the fields of HUD, CTCAC, and other federal, state, and local regulations pertaining to HDP's portfolio.
- Work closely with and develop strong relationships with permanent supportive housing agencies, programs, and service providers.
- Oversee and ensure timely compliance with all lenders, including, but not limited to, CTCAC, HUD, CalHFA, HCD's reporting requirements. Ensure CTCAC's annual reports are filed on time.

BACKGROUND PROFILE

- Bachelor's degree with a focus on finance, financial planning, or business administration.
- Demonstrated experience within the affordable housing sector, which could include for-profit or nonprofit organizations and government agencies.
- Demonstrated supervisory experience, with a strategic and hands-on approach to problem-solving, and the ability to work collaboratively to help team members achieve their goals.
- Knowledge of national and state Fair Housing laws and practices, CTCAC reporting requirements, and applicable federal, state, and local laws regulatory codes, and ordinances.
- Strong understanding and appreciation for good stewardship of public funds.
- An analytical thinker with a continuous improvement mindset; extremely detail-oriented and motivated to achieve measurable outcomes.
- Well adept in budget development and management, contract administration, and general principles of risk management.
- Excellent communication skills, written and oral; comfortable communicating key data, including presentations to senior management, the board, and outside stakeholders/partners.
- Superb people skills, including the ability to connect with and inspire a wide range of stakeholders.

COVID-19 VACCINATION POLICY

SDHC employees are required to be fully vaccinated against COVID as a condition of employment. Candidates who receive a conditional job offer and wish to make a request for accommodation will be provided with more information. SDHC will review requests for medical or religious accommodation on a case-by-case basis in accordance with the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

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