



OPPORTUNITY HOME SAN ANTONIO
INVITES YOUR INTEREST IN THE POSITION OF
CHIEF REAL ESTATE OFFICER

THE COMMUNITY

Approximately 1.5 million people live in the City of San Antonio, the second-largest city in the state of Texas, and the seventh-largest in the United States. Since 1970, population growth and land annexation have doubled the size of San Antonio, which currently spans more than 460 square miles.

Key industries supporting San Antonio's economy include financial services, government, healthcare, and tourism. Each year, more than 20 million tourists visit local attractions and generate millions of dollars in new revenues, creating an overall \$13.6 billion impact in the local economy. The city is also home to several military bases, at which almost 90,000 people are employed, providing an additional effect on the local economy of more than \$5.25 billion. San Antonio is home to several Fortune 500 companies and is the headquarters location for a host of large companies, including Valero Energy, Andeavor, USAA, iHeartMedia, NuStar Energy, CST Brands, and H-E-B, with other notable companies that maintain sizable presence in the city such as Hulu, Toyota, Microsoft, and Boeing.

Rich in historical ambiance and culture, the city offers residents an abundant selection of pastimes including the River Walk, the Alamo and other historic missions, Sea World, Six Flags Fiesta Texas, and the San Antonio Zoo.

Characterized by many culturally distinct neighborhoods, the City of San Antonio offers residents a wide variety of affordable housing options. The city is home to more than 30 private and charter schools and 31 higher-education facilities and has several transportation options including the San Antonio International Airport, bus and streetcar mass transit, and Amtrak national passenger rail service.

THE AGENCY

Opportunity Home San Antonio, formerly known as San Antonio Housing Authority (SAHA), has provided housing opportunities to San Antonio residents for over 80 years and is among the largest housing authorities in the nation. The agency was created in 1937 and is governed by a seven-member Board of Commissioners who are appointed by the Mayor of the City of San Antonio to staggered two-year terms. The Board appoints the President/CEO who is responsible for the day-to-day operations, including supervising all staff including several officers which report directly to the President/CEO: Chief Administrative Officer; Chief Real Estate Officer; Chief Operating Officer; Chief Financial Officer; Planning Officer; and Public Affairs Officer.

Opportunity Home San Antonio is committed to serving individuals and families that earn less than 30% of the area median income by providing and preserving public



housing units, creating a safer and healthier environment, and improving the quality of life for residents. Its mission is to “improve the lives of residents by providing quality affordable housing and building sustainable, thriving communities.”

As a nationally recognized leader in the development of innovative and accessible low-income housing, Opportunity Home San Antonio currently serves almost 10% of Bexar County renters and touches the lives of over 62,500 people throughout San Antonio. The agency owns and manages approximately 6,000 public housing units at

74 properties; 4,300 mixed-income units at 31 properties; and 7,800 units at 36 properties through non-profit entities and partnerships. The agency administers about 14,000 federal Housing Choice (Section 8) rental assistance vouchers. Opportunity Home has over 700 FTEs, an annual operating budget of \$200 million, and a current value of more than \$500 million in assets.

Opportunity Home has taken an entrepreneurial approach to provide housing and improve neighborhoods throughout the City of San Antonio. The agency has utilized public/private partnerships and creative financing to fund both housing assistance and the implementation of a comprehensive neighborhood revitalization approach designed to produce jobs, increase the rate of homeownership, and alleviate poverty. In the last five years, almost 1,300 new housing units in mixed-income communities were built.

Opportunity Home is one of several housing authorities designated by HUD to participate in Moving to Work (MTW)—a national project that seeks ways to increase the cost-effectiveness of federal housing assistance, provide families with children an incentive to become economically self-sufficient, and increase housing choices for families.

The Mayor's Housing Policy Task Force produced a policy framework, which was subsequently approved by the San Antonio City Council and supports increased spending and improved procedures relative to the affordable housing market. In recent years, the Board approved \$486 million in affordable housing projects through future transactions, tax credits, and bond applications. This funding supports several projects in Bexar County and equates to more than 3,700 housing units over the next few years.

THE POSITION

The Chief Real Estate Officer, under the direction of the President and CEO, is responsible for planning and directing all aspects of Opportunity Home San Antonio's real estate matters. The position a) oversees housing development, community planning, construction and project funding and is responsible for real estate acquisition and divestiture; b) directs neighborhood revitalization activities; c) manages the

capital improvement activities at all existing Opportunity Home properties; d) manages existing non-operating facilities and leases; and e) manages process for new construction and acquisitions. In addition, this position is responsible for the preservation of existing affordable housing units. There are multiple ongoing projects involving rehabilitation and modernization of apartment complexes.

Essential duties of the Chief Real Estate Officer include supervising and evaluating the performance of assigned personnel, including three direct reports: Director of Asset Management, Director of Construction Services and Sustainability, and Director of Development Services and Neighborhood Revitalization. Duties include the procurement, management, and overseeing of the construction and rehabilitation of developments, with a focus on green initiatives and building developments in a cost-effective, sustainable, and energy-efficient manner. The position oversees the homeownership program, including the sales and marketing of single-family homes, participant recruitment, tenant outreach, homeownership counseling, and creating a pipeline of buyers for the homes constructed.

Additionally duties and responsibilities include:

- Oversees legislation and works closely with reviewing and drafting legislation and modifications to the TDHCA's Qualified Allocation Plan to allow Opportunity Home to maintain a competitive presence in applying for tax credits.
- Researches and analyzes changes in the local housing market and economy to determine the affordable housing needs by various socioeconomic and demographic classes and the feasibility of housing development to meet identified needs.
- Develops partnerships with local funding providers, housing developers, and community non-profit entities to maximize coordination of development efforts. Builds partnerships and develops joint projects with entities to expand public housing presence in local communities. Formulates new and creative approaches to housing development.
- Establishes agreements and partnerships with governmental, non-profit, and private entities and coordinates and participates in planning meetings with the City of San Antonio, HUD, businesses, neighborhood organizations, and the Opportunity Home Board of Commissioners.
- Develops financial plans and implements strategies to secure the development and acquisition of affordable and public housing to maintain and augment Opportunity Home's housing assets and portfolios.
- Establishes, maintains, and facilitates partnerships with affordable housing developers.
- Performs self-development activities, as well as works with development partners to provide housing in the San Antonio area.
- Secures funding from public and private sources to finance the development and acquisition of affordable housing projects, including conventional, mixed-income, and mixed-finance capital structures; directs and facilitates the closing of these transactions.
- Oversees all aspects of the development of new construction, community engagement and planning, rehabilitation, and affordable housing urban revitalization projects; such as the



preliminary design, construction, lease-up, and stabilization phases; to include site control, title evidence, design development, governing body and administrative or regulatory approvals, ownership structure, environmental analysis and remediation, budget, schedule, legal and regulatory compliance, materials and services contracting, risk management, marketing and public relations, green building techniques/systems, and property/asset management.

- Negotiates contracts with developers, sellers, bankers, tax credit buyers, etc.
- Analyzes, negotiates, and closes the acquisition of multifamily residential rental properties, public housing units, single-family properties, and vacant land, including the establishment of underwriting criteria for property acquisition.
- Directs the coordination, planning, and preparation of the one-year and five-year plans for timely obligation and expenditure of federal capital grant funds or other funds for Public Housing and Non-Profit properties.
- Directs and oversees the Facilities and Construction Services preventive maintenance group performance, quality, and financial condition.
- Directs the initiation of procurement for professional services, construction bidding, and contract development of modernization contracts.
- Supervises and oversees grant management relating to capital improvements, as well as provides oversight of the capital improvement activities at all Opportunity Home properties.
- Collaborates with other departments and outside agencies and organizations on various issues including those related to code interpretation, plan review, permit issuance, inspections, and administrative matters such as fee collection. Provides staff assistance to the City of San Antonio development officials, stakeholders, and local contractors as necessary.
 - Attends and conducts a variety of meetings as assigned; maintain Opportunity Home's involvement in national, state and local housing and community development policy discussions and formulation; participates in local, statewide,

and national meetings and conferences related to assigned activities.

- Develops and implements guidelines to ensure compliance under policies and procedures for the disposition of single-family houses for ownership, including HOPE VI public housing homeownership and lease-purchase programs, and oversee the Opportunity Home Homeownership program through the development and implementation of strategies for the creation of homeownership opportunities for first-time affordable home buyers, to include the establishment and coordination of partnerships with area municipal, non-profit, and for-profit entities.
- Oversees Opportunity Home's non-operating facility and lease management activities.
- Communicates all transaction terms to internal stakeholders and legal counsel.
- Communicates and presents information related to development activities and Opportunity Home's mission and goals.
- Prepares and controls department budgets.
- Other duties as assigned.

IDEAL CANDIDATE

The successful candidate will be a professional, innovative team leader with a collaborative management style whose values align with the agency's—Compassion, Equity, and Excellence. The selected candidate will support staff and encourage ideas, development, and training while promoting accountability and setting high-performance standards.

The selected candidate will be approachable, personable, and able to build trusting relationships with a variety of stakeholders. Must have exceptional communication and interpersonal skills and the ability to succeed in a diverse, fast-paced environment.

Requirements include a Bachelor's Degree in Business, Urban Planning, Architecture, or a related field and at least fifteen (15) years or more of progressively responsible experience in a primary role related to multifamily or single-family affordable housing development, capital improvement, construction management, civil engineering, housing/building planning, design, construction, rehabilitation, and maintenance. Must have a minimum of ten (10) years supervisory experience in housing development, construction project management,



public housing, urban planning, or a related field. Must be computer proficient and able to learn and use various software and cloud applications. Ability to read, write, and speak Spanish also preferred. Must have the ability to earn certifications as required by assigned tasks. Must have a Texas Class "C" driver's license at the time of placement and be insurable by the agency's liability and fleet insurance carrier. Successful completion of a criminal background check, education and work history verification, and drug screening test is required.

COMPENSATION

Starting salary will be dependent upon qualifications. Opportunity Home offers an attractive benefits package. The State of Texas does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit www.srnsearch.com for more information and to apply online. Position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with Opportunity Home San Antonio. Candidates will be advised of the status of the recruitment following the selection of the Chief Real Estate Officer. Questions regarding this recruitment may be directed to:

S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

Pursuant to Texas Open Records law, applications and resumes are subject to public disclosure. Opportunity Home San Antonio is an Equal Opportunity/ADA Employer.

