

Bernal Heights Neighborhood Center Director of Housing

The Executive Director seeks an affordable housing developer to expand the organization's portfolio of housing units in the Bernal Heights, Excelsior and surrounding neighborhoods of San Francisco.

Candidates must have experience partnering with municipal, nonprofit, business and community leaders, and have a track record delivering affordable housing units through new developments and acquisitions.

BACKGROUND

Founded in 1978, Bernal Heights Neighborhood Center (BHNC) preserves and advances the ethnic, cultural and economic diversity of the Bernal Heights, Excelsior and surrounding neighborhoods of San Francisco. Today the organization's mission has evolved to develop and deliver affordable housing units throughout San Francisco; provide linguistically and culturally responsive services to the community's most vulnerable adults, seniors, youth and their families; and foster community leaders within neighborhoods to assure that people living in those neighborhoods are represented by empowered residents who live there. BHNC and BHHC have a combined operating budget of \$11M, 33 full-time staff and six part-time employees and engage over 2,000 individuals annually with food assistance, youth, workforce, housing and community organizing services.

In 1991 BHNC established the Bernal Heights Housing Corporation (BHHC) as a separate and affiliated nonprofit to focus specifically on developing and preserving stable, affordable homes in neighborhoods served by the Center. BHHC housing supports low-income adults and their children. These include formerly homeless individuals and those with special needs, and mental health, HIV/AIDS, substance abuse and other challenges. BHHC has completed 18 affordable housing developments to date, with a total of 586 residential units and four commercial units.

The three pillars of BHHC's affordable housing and neighborhood development approach are:

- **Protect** residents from displacement, eviction, rising rents, loss of housing and other consequences of the inequities of the Bay Area housing market.
- **Preserve** existing affordable housing, including both BHHC's own portfolio and other lower cost housing at risk of loss of affordability.
- **Produce** new housing affordable to low-income people.

BHNC/BHHC undertakes extensive community outreach while providing a variety of wrap-around supportive services that strengthen neighborhoods and social cohesion. By applying this award-winning approach to housing development, along with a broad range of neighborhood services, BHNC/BHHC helps residents improve their health, their financial security and their community.

BASIC FUNCTION

Reporting to the CEO, this Director supervises a team of five direct reports and other staff as needed, and manages all affordable housing initiatives. A key member of the BHNC/BHHC Executive Team, the Director drives housing development, manages project execution, and advances the preservation, financing, stewardship, compliance and community impact of affordable housing in San Francisco, with a focus on Bernal Heights, Excelsior and surrounding

neighborhoods.

The Director should have a dealmaker's sensibility combined with the heart of a leader with lived or professional experience of affordable housing, and be a person who deeply understands those who will benefit from the housing developed by the organization. The Director must also have strong experience with the financial mechanisms of affordable housing, and have the entrepreneurial spirit needed to proactively identify new projects where BHNC and BHHC can successfully provide support to under-housed, vulnerable populations.

This leader will be responsible for originating, coordinating and implementing all aspects of affordable housing project development, from deal origination and feasibility studies through construction and stabilized occupancy. Projects may include new construction, rehabilitation and joint ventures with other developers.

MAJOR RESPONSIBILITIES

LEADERSHIP, MANAGEMENT AND ADMINISTRATION

- Be an important member of the Executive Management Team and provide leadership on all housing-related initiatives and programs. Proactively coordinating with the CEO, this person will foster relationships with key stakeholders and partners, develop the Housing Department's strategic plan, and manage day-to-day Housing Department activities.
- Engage community-based organizations, resident groups, elected officials and public agencies in alignment with the mission and vision of BHNC/BHHC.
- Advise the CEO regarding policy issues and projects to meet community and client needs; stay abreast of new trends and innovations in the field of housing development and affordable housing programs, operations and other types of public services as they relate to the area of assignment.
- Participate in BHNC community-wide efforts and events and fundraisers, including the annual membership drive, Fiesta on the Hill street fair, and BHNC's annual Community Congress, among other community and fundraising events.

DEVELOPMENT & PRESERVATION

- In partnership with the CEO, lead acquisition and preservation – sourcing suitable buildings and financing (LIHTC, Bonds, grants and new financing strategies).
- Partner with city funders, lenders, developers and community stakeholders to advance development projects.
- Collaborate with the CEO to explore and develop joint venture developments, including negotiation of agreements, managing partner roles and maintaining project financial proforma models.
- Identify new sites and buildings for potential housing development opportunities; assist in facilitating the acquisition of property and land for the Agency; establish and maintain limited partnerships and affiliate entities; ensure compliance with federal and state real estate and housing laws.
- Manage all aspects of housing development, including but not limited to feasibility analysis, program development, contract negotiation and consultant management, design development, funding applications, lender negotiation, due diligence, entitlements, construction management, community outreach, event planning, audit and lease-up coordination.

ASSET, PORTFOLIO MANAGEMENT

- In partnership with the Controller, oversee financial and operational performance of the portfolio, ensuring ongoing financial sustainability to include capital planning, refinancing and budgeting.
- Develop and track project budgets and schedules to avoid cost overruns and delays.
- Manage relationships with property management and support property management vendor improvements, process and strategic planning.
- Review and execute documents, including real estate transactions, legal agreements, contracts, loan documents and other legal documents; ensure successful submission of applications for funding.

COMPLIANCE & REGULATORY OVERSIGHT AND PROGRAM REPORTING

- Ensure properties meet all applicable affordability and housing program and funding regulations (e.g., HUD, LIHTC, local/state mandates).
- Oversee preparation and submission of mandatory reports to funders.
- Develop or maintain data tracking systems, financial models and program-monitoring tools.
- Develop and track a pipeline of potential projects, including short- and long-range plans for housing development.

IDEAL EXPERIENCE & CHARACTERISTICS

The Director of Housing will be an individual with sound judgment who understands the need for affordable housing in the community. Additionally, Bernal Heights Neighborhood Center is interested in candidates with combinations of:

- Five to seven years of affordable housing experience, with multi-discipline, multi-million-dollar construction projects, including at least three years' experience managing project staff.
- Working knowledge of construction and design issues related to affordable housing new construction development process from concept to completion preferably with San Francisco based agencies MOHCD, DBI & DPW and SF Planning.
- Prior affordable housing development experience, including successful project management/completion of at least one project using low-income housing tax credits and tax-exempt bonds. An understanding of San Francisco and Bay Area economic, social, political and real estate context would be advantageous.
- Strong financial modeling skills with the ability to perform complex financial analysis is important, as is knowledge of affordable housing financing mechanisms. Markers of experience include an understanding of LIHTC and tax-exempt bonds and experience identifying different funding sources for affordable housing projects, preparation of funding applications and negotiation of loan terms.
- Comfort in planning, organizing, directing and coordinating work of staff including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Experience working with urban municipalities; knowledge of services offered to low-income people, and a demonstrated commitment to community-based production and preservation of affordable housing.

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- Organized; self-directed; prioritizes a variety of projects and multiple tasks in an effective and timely manner; makes sound recommendations and prepares effective technical staff reports; values a high level of customer service; experience in effectively dealing with the public, vendors, contractors and Agency staff.
- Exceptional oral and written communication skills, particularly in developing and delivering presentations for small and large audiences; a record of garnering support from constituencies of diverse cultures and backgrounds including staff, boards of directors, stakeholders, public entities, elected officials, community partners, businesses, professional, educational and regulatory organizations, and the public.
- Respects the expertise and opinions of others and uses information to guide decisions; collaborative and collegial style and approach to working with others; intrepid yet tactful; negotiates skillfully without driving themselves or others into a corner; has unquestionable integrity; demonstrated judgment and self-awareness.
- A team builder – confident and competent, with strong skills in management and leadership; one who understands the subtleties of motivating and directing a diverse group of personalities with different work styles.
- A hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing and executing a variety of development and advancement activities.
- Emotionally mature with a sense of humor and perspective, along with flexibility in working with diverse personalities and situations.

COMPENSATION

The salary range for this position is \$120,000 - \$150,000.

BHNC is an Equal Opportunity Employer.

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