

EMPLOYMENT OPPORTUNITY



Position: Executive Director

Organization: Neighborhood Housing Services of San Antonio

Posted: June 16, 2025 to July 18, 2025

Organization Overview:

Neighborhood Housing Services of San Antonio (NHSSA) is a non-profit community development corporation dedicated to building successful families and communities through comprehensive housing opportunities. For nearly four decades, NHSSA has been a vital resource in the San Antonio area, empowering individuals and families to achieve their housing goals. As a HUD-certified Community Housing Development Organization (CHDO) and a US Treasury-certified Community Development Financial Institution (CDFI), NHSSA's core activities include the development of affordable housing, provision of first-time homebuyer down payment assistance and mortgage lending, management of rental properties, and delivery of homebuyer education and counseling services. Our mission is to revitalize neighborhoods, enhance the quality of life for residents, and create pathways to financial stability through affordable housing solutions.

Position Summary:

Neighborhood Housing Services of San Antonio seeks a dynamic and experienced Executive Director to provide strategic leadership and operational oversight for the organization. Reporting to the Board of Directors, the Executive Director will be responsible for advancing NHSSA's mission by effectively managing its diverse programs, ensuring financial sustainability, fostering community partnerships, and leading a dedicated team. This pivotal role requires a visionary leader with a strong background in affordable housing, community development, nonprofit management, and financial expertise.

Key Responsibilities:

- 1. Leadership & Strategic Planning:** * Provide visionary leadership to the staff and Board, ensuring alignment with NHSSA's mission and strategic goals. * Lead the development, implementation, and evaluation of the organization's strategic plan in collaboration with the Board and staff. * Foster a positive, collaborative, and results-oriented organizational culture. * Represent NHSSA in the community, building and maintaining strong relationships with local government, funders, partners, and stakeholders. * Keep abreast of trends, best practices, and policy changes in affordable housing, community development, and nonprofit management.
- 2. Program Development & Management:** * Oversee the planning, implementation, and continuous improvement of all NHSSA programs, including: * Affordable housing development (new construction and rehabilitation). * First-time homebuyer down payment assistance programs. * First-time homebuyer mortgage lending operations. * Management of NHSSA's rental property portfolio. * Homebuyer education and financial counseling services. * Ensure all programs are delivered effectively,

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efficiently, and in compliance with applicable regulations and funding requirements (e.g., HUD, Treasury, CHDO, CDFI). * Evaluate program outcomes and impact, utilizing data to inform decision-making and drive improvements. * Explore and develop new program initiatives and partnerships that align with NHSSA's mission and meet community needs.

- 3. Financial Management & Fundraising:** * Ensure the financial health and sustainability of the organization. * Oversee the development and management of the annual budget, financial reporting, and audit processes. * Lead fundraising and resource development efforts, including grant writing, cultivating individual and corporate donors, and exploring innovative financing mechanisms. * Manage relationships with existing funders and ensure compliance with grant and loan agreements. * Oversee the financial aspects of real estate development projects, lending activities, and property management.
- 4. Operations & Administration:** * Manage the day-to-day operations of the organization, ensuring efficiency and effectiveness. * Recruit, supervise, develop, and evaluate a high-performing team of staff. * Develop and implement sound organizational policies and procedures. * Ensure compliance with all legal and regulatory requirements for nonprofit organizations.
- 5. Board Relations & Governance:** * Work closely with the Board of Directors to facilitate effective governance and strategic oversight. * Provide regular, transparent reports to the Board on organizational performance, finances, and strategic initiatives. * Support Board development, recruitment, and engagement.
- 6. Community Engagement & Public Relations:** * Serve as the primary spokesperson and public face of NHSSA. * Cultivate and maintain strong, collaborative relationships with community leaders, residents, government agencies, financial institutions, other nonprofits, and the media. * Promote NHSSA's mission, programs, and impact to the wider community. * Ensure effective communication and outreach to target populations.

Preferred Skills and Qualifications:

- **Experience:**
 - Minimum of 5+ years of progressive leadership experience in a nonprofit organization, preferably within community development, affordable housing, or a related field.
 - Proven track record in affordable housing development, including understanding of financing mechanisms (e.g., LIHTC, HOME, CDBG), development processes, and construction management.
 - Demonstrated experience in managing lending programs, particularly mortgage lending and down payment assistance.
 - Strong financial management skills, including budgeting, financial analysis, and nonprofit accounting.
 - Successful experience in fundraising, grant writing, and donor cultivation.

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- Experience in managing professional relationships with local governments, funders, and community stakeholders.
- Experience working effectively with a Board of Directors.
- Proven ability to lead, manage, and develop staff.
- Understanding of rental property management, including an understanding of landlord-tenant laws and property maintenance.
- **Skills & Abilities:**
 - Passion for and deep understanding of affordable housing and community development challenges.
 - Exceptional leadership and interpersonal skills, with the ability to inspire and motivate staff, Board members, and partners.
 - Strong strategic thinking, problem-solving, and decision-making abilities.
 - Excellent communication skills, both written and oral, with the ability to effectively engage diverse audiences.
 - Demonstrated ability to build and maintain effective partnerships with a wide range of stakeholders.
 - Thorough understanding of nonprofit governance, compliance, and best practices.
 - Ability to manage multiple complex projects simultaneously and meet deadlines.
 - Cultural competency and a commitment to serving diverse communities.
 - Familiarity with the San Antonio community and its housing landscape is highly desirable.
 - Proficiency in relevant software applications (e.g., Microsoft Office Suite, financial management software, client management software, etc.).

Other Necessary Areas:

- **Commitment to Mission:** A genuine and unwavering commitment to the mission and values of Neighborhood Housing Services of San Antonio.
- **Integrity & Ethics:** A strong sense of personal and professional integrity, with a commitment to ethical conduct in all aspects of the organization's operations.
- **Collaborative Spirit:** A natural ability to work collaboratively and build consensus among diverse groups.
- **Resilience & Adaptability:** The ability to navigate challenges, adapt to changing environments, and lead the organization through periods of growth and transition.
- **Community Focus:** A deep understanding of and commitment to the needs of the communities served by NHSSA.

To Apply:

Interested candidates should submit a cover letter detailing their qualifications and vision for the role, along with a comprehensive resume, to the Board Hiring Committee at talent@nhs-satx.org. **Submission deadline is 5pm (Central) on July 18, 2025.**

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Any questions on this recruitment should be emailed to talent@nhs-satx.org.

Neighborhood Housing Services of San Antonio is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.

www.nhsofsa.org