

**Episcopal Community Services
Director of Housing Development**

One of the largest, most comprehensive providers of supportive housing and homeless services in San Francisco seeks to expand its portfolio of supportive housing units through the proactive exploration of new developments, acquisitions, partnerships and creative opportunities.

[Episcopal Community Services](#) (ECS) has provided essential services to individuals and families experiencing homelessness in San Francisco since 1983 utilizing a holistic approach that addresses the multiple causes leading to homelessness. This past year ECS served more than 13,000 people, and is guided by their mission to help homeless and very low-income people every day and every night obtain the housing, shelter and essential services they need to prevent and end homelessness.

ECS is a leader in San Francisco's plan to create more supportive housing for homeless individuals and families and is at the forefront of securing safe, stable housing. Covid-19 further highlighted the danger to the most vulnerable and has generated increased urgency in the nonprofit, private and public sectors to find innovative and more rapid solutions to address the growing crisis of homelessness and the need for more supportive housing. ECS is nimble and desires to be more deliberate in building a pipeline of development opportunities, fostering strategic partnerships and relationships, and increasing its capacity to manage the activities related to acquisition, construction and rehabilitation of permanent supportive housing.

Most recently ECS partnered with the City of San Francisco and the State of California to purchase and renovate two large hotels under the Homekey program. Additionally, ECS is co-developing [1064 Mission Street](#) with Mercy Housing, the largest supportive housing development in the city that will provide housing to the most acute unhoused San Franciscans. These three properties provide examples of the depth and scope of ECS's footprint and pipeline in providing solutions to homelessness for the City's most vulnerable populations.

SUMMARY

Reporting to and working closely with the Executive Director, the Director of Housing Development is by nature ambitious, moves fast and is entrepreneurial in the pursuit of new supportive housing. The Director will lead and implement ECS's real estate development strategic goals, objectives, and priorities. They will plan, organize, and manage all functions and activities of the Housing Development department, including activities and coordination with other ECS departments, outside agencies, public officials, and the public. They will be responsible for originating, coordinating, and implementing all aspects of supportive housing project development - from deal origination and feasibility through construction, to stabilized occupancy. Projects may include new construction, rehabilitation and joint ventures with other developers.

The Director of Housing Development will be someone who believes in and understands supportive housing, and brings this expertise to bear in a nonprofit environment to grow ECS's portfolio. They will have a dealmaker's sensibility, understanding of affordable housing development and the financial mechanisms of this type, and have the fortitude to proactively identify new projects where ECS can successfully provide support to unhoused, vulnerable populations.

KEY RESPONSIBILITIES

Housing Development

- Oversee and project manage acquisition, rehabilitation, and new construction of ECS's supportive housing units;
- 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;
- Review RFPs and RFQs for potential projects. Produce materials for responses as needed for the competition;
- Develop and track a pipeline of potential projects, including short- and long-range plans for housing development;
- Negotiate contracts with funders and vendors to implement housing developments;
- Develop and track project budgets and schedules to avoid cost overruns and delays;
- Collaborate across ECS departments during project development and implementation.

External Relations

- Represent ECS at stakeholder meetings, including industry events, local boards, advocacy organizations, and other important partnerships;
- Represent the department and ECS to elected officials and outside agencies;
- Negotiate and resolve significant and controversial issues with various partners and stakeholders.

Leadership and Administration

- Train, motivate, and direct department personnel, including performance monitoring
- Develop and monitor the department annual budget
- Implement annual strategic goals of the Housing Development Department
- Prepare board reports for both the ECS Board of Directors and the affiliate nonprofit corporations' boards of directors
- Represent the Housing Development Department at the ECS Board, and ECS Housing Board Meetings.
- Establish and implement standard operating procedures for the Housing Development Department, including but not limited to design standards, data retention, and interdepartmental coordination;
- Provide regular reporting on department activities to ECS senior leadership

IDEAL EXPERIENCE & CHARACTERISTICS

The Director of Housing Development requires a sound understanding of affordable housing development and expertise in real estate finance.

- Four year college or university with major coursework in urban planning, business, public administration, architecture, engineering, or related field, **and** five+ years of administrative or management experience in housing development and expertise in real estate finance.

- A mission-driven individual with a passion for permanent housing solutions to address systemic aspects of homelessness.
- Experienced having worked for a nonprofit or public agency developing and providing housing to underserved populations.
- Technically proficient in all aspects of affordable housing real estate development, including finance, entitlement and design, construction and operations.
- Ability to respond to evolving circumstances, manage organizational and financial risk, leans toward “yes” if new opportunities align to strategy and ECS capacity.
- Experience working with the City and County of San Francisco or similar urban municipalities; an understanding of local politics, knowledge and services offered to low-income people.
- 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 public entities, elected officials, community partners, allied organizations, advocates, stakeholders, faith communities and institutions.
- Well-organized and detail-oriented, with excellent analytical skills.
- Respects the expertise and opinions of others and uses information to guide decisions; intrepid yet tactful; negotiates skillfully without driving themselves or others into a corner.
- An advanced degree in business, finance, real estate or planning is preferred. a related field is preferred.
- Joyful and optimistic with an authentic level of compassion; emotionally mature with a good sense of humor.

ECS will consider for employment qualified applicants with arrest and conviction records as consistent with San Francisco’s Fair Chance Ordinance.

ECS celebrates diversity and is an equal opportunity employer committed to creating an inclusive environment for all employees.

For more information or to apply, please contact:

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