



**Position:** Director of Affordable Housing  
**Location:** New Orleans, Louisiana  
**Reports to:** Chief Financial Officer and Chief Operations Officer

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### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

The Director of Affordable Housing is responsible for shaping and executing on the strategic vision of the organization's Opportunity Housing, or affordable housing, program. This includes leading the development team on executing all functions of development for single and multifamily real estate projects with a focus on site selection, planning, entitlement, financial analysis, and overall management of the development from inception to stabilization for our Opportunity Housing division.

The Director of Affordable Housing will oversee a growing team of both development and asset management functions in multiple regions throughout the company. They will report to the Chief Operating Officer and Chief Financial Officer. The position requires experience and a proven track record in affordable housing and economic development projects.

### **Responsibilities**

- Identify real estate opportunities for affordable housing that support SBP's opportunity housing goals and objectives.
- Oversee and implement all facets of the development process including site selection, planning, design, entitlement, construction and lease-up of the projects.
- Oversee the Property Management team to ensure they are achieving goals related to occupancy, rental income, maintenance/repairs, compliance and related matters
- Identify, analyze, and acquire properties for rehabilitation or new construction.
- Lead the OH team in the development of budgets, operating proformas, proposals and funding applications.
- Facilitate hiring of construction, environmental, architectural, finance and other consultants and/or team members as needed.
- Coordinate and manage projects through governmental and local approvals processes to obtain all required permits/approvals required for a project.
- Identify and maintain relationships with current and prospective partners, lenders, and investors.

- Direct the development and sale of single-family opportunity housing homes.
- Partner with housing and community development agencies, City, State and local agencies, housing authorities and private sector developers on projects, policy formulation, funding, etc.
- Keep abreast of changes in laws, policies, funding opportunities and HUD regulations related to affordable housing development.
- Provide leadership and mentoring for less experienced Associates

**Qualifications:**

- Advanced degree in public policy, real estate, management, planning, construction or other related field.
- At least 10 years of experience in real estate development, project management and administration.
- Demonstrated success in the multi-family industry is preferred
- High level of proficiency in real estate laws, development practices, and calculations.
- Excellent knowledge and application of residential and commercial land site selection, site development, and land-use zoning processes.
- Familiarity with residential and commercial construction methods.
- Exemplary communications (verbal and written), negotiation and presentation skills.
- Experience managing or coordinating complex real estate transactions and construction projects.
- Willingness to travel up to 10% of the time.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Louisiana State Police, and FBI.
- Valid driver license and reliable transportation.

**Performance Expectations:**

- Provide effective leadership for staff and be accountable for achieving departmental and organizational goals.
- Translate broad goals into achievable steps and set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs and meet deadlines.
- Establish strong and appropriate relationships with staff, AmeriCorps members, governing board, volunteers, donors, partners and the general community.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development

Salary Range: \$100,000K - \$140,000K

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status,*

*veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*