



# San Diego Housing Commission Vice President, Financial Operations (Chief Financial Officer)



Recruitment Services Provided by Ralph Andersen & Associates

# EXCELLENT CAREER OPPORTUNITY

The San Diego Housing Commission (SDHC) is seeking a Vice President, Financial Operations, who serves as the organization's Chief Financial Officer. As a member of the executive leadership team, the CFO is a critical advisor to the CEO, COO, and other peers in the organization on developing financial resilience to meet SDHC's business needs and strategic goals, including long-term fiscal stability to continue to provide housing assistance for households with low income in the City of San Diego. As a public-sector finance professional, the CFO will have an unquestionable sense of integrity, an inherent commitment

to stewarding public funds, and the political acumen to effectively position the organization for success. SDHC is looking for a proven strategic leader to oversee and execute the activities and operations of the Financial Services Department, composed of 29 staff (including 14 managers) in the areas of accounting, payroll, budget preparation, auditing, risk management, audit compliance, administration, cash management, financial analysis and projections, and investments, as well as SDHC's nonprofit development arm, Housing Development Partners (HDP).

## SDHC – THE ORGANIZATION

SDHC is an award-winning public housing agency in City of San Diego that provides innovative housing assistance programs for households with low income or experiencing homelessness. The San Diego City Council, in its role as the Housing Authority of the City of San Diego, oversees SDHC.

SDHC's status as a "Moving to Work" (MTW) agency provides SDHC the flexibility to implement a variety of innovative new approaches to provide affordable housing assistance and other services to low-income families within the City of San Diego, subject to approval from the U.S. Department of Housing and Urban Development (HUD). SDHC is one of the 39 original agencies to receive an MTW designation from HUD, out of approximately 3,200 public housing agencies nationwide.

As an organization, SDHC helps pay rent for approximately 17,000 low-income households annually. Importantly, SDHC is a leader in collaborative efforts to address homelessness, such as the Community Action Plan on Homelessness for the City of San Diego. SDHC also creates and preserves affordable rental housing, with more than 27,000 affordable units in service in the City today with SDHC's participation.

In the current fiscal year, approximately 71 percent of SDHC's budgeted new revenue comes from federal sources, such as MTW, HUD's HOME Investment Partnerships Program, Community Development Block Grant funds and other federal funds. State funds account for about 11 percent of SDHC's new revenue. Another 11 percent comes from SDHC local funds, and City and County funds represent about 7 percent.

SDHC's organization chart can be viewed [here](#).



# SAN DIEGO AND THE METROPOLITAN REGION

San Diego County has a population of nearly 3.3 million, making it California's second-most populous county and the fifth-most populous in the United States. The county seat is San Diego, the second-most populous city in California (behind Los Angeles) and the eighth-most populous city in the United States. The City of San Diego has a diverse population of approximately 1.4 million residents. SDHC's jurisdiction is the City of San Diego.

The region is home to a vibrant economy that makes significant contributions across many sectors, industries, and employers.

San Diego today is one of the most ethnically diverse big cities in the U.S., with no particular group making up a majority of residents. Based on recent census data, demographics for the City of San Diego include:

- *White (non-Hispanic): about 40–42% of residents*
- *Hispanic or Latino (of any race): about 29–31%*
- *Asian (non-Hispanic): about 17–18%*
- *Black or African American (non-Hispanic): about 5–6%*
- *Two or more races and "other" races (non-Hispanic): roughly 7–9% combined*
- *Native American, Native Hawaiian, and other Pacific Islander: each well under 1% but still present as distinct communities*



San Diego thrives on a vibrant tapestry of diversity seen in its schools, cuisine, festivals, and neighborhoods. This dynamic evolution continuously enriches the City's unique identity, making it a truly welcoming place.

There are more than 70 miles of stunning coastline to explore! Most of the San Diego region, between the coast and the Laguna Mountains, consists of hills, mesas, and small canyons. Snow-capped mountains (in winter) rise to the east, with the Sonoran Desert farther to the east. The region is a mecca for a wide range of outdoor activities.

The San Diego region is a beautiful place to live, work, and enjoy life!

# OVERVIEW OF RESPONSIBILITIES

This is an at-will position and reports directly to the Chief Operating Officer. The COO provides day-to-day and administrative direction, with the CFO authorized to make independent decisions within legal and general policy, grant requirements, and regulatory guidelines. In this role, the CFO oversees all personnel in the Financial Services Department. Importantly, the CFO is a key member of the CEO's Executive Leadership Team and an active and engaged contributor.

This key executive position includes oversight of all financial functions and activities, including budgeting, accounting, payroll, audits, and risk management; monitoring grant spending and deadlines; and overseeing SDHC's investment portfolio. Expanded duties also include collaboration with other SDHC departments, officials, outside agencies, and the public. The CFO will also foster cooperative working relationships with the City of San Diego, intergovernmental and regulatory agencies, and public and private groups. This position is integral to the organization and provides recommendations to ensure the agency's fiscal stability and promote opportunities for increased programs and delivery to the constituents SDHC serves. As a trusted advisor, the CFO will provide sound, complex financial guidance to the CEO, COO, and the SDHC Board of Commissioners.

The CFO is also responsible for all short- and long-term planning, as well as the development and administration of departmental policies, procedures, and services.

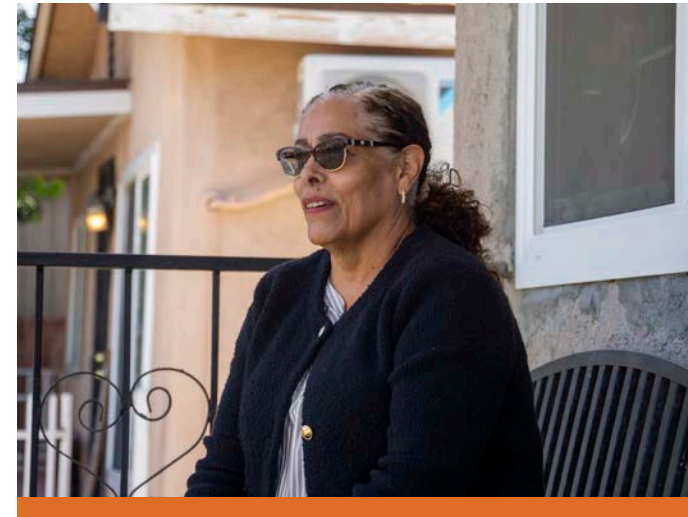
## Other key responsibilities include:

- Develop, direct, and coordinate the implementation of goals, objectives, policies, procedures, and work standards for the Financial Services Department; establish, within SDHC policy, appropriate budget, service, and staffing levels.
- Manage and participate in the development and administration of the Department's and SDHC's agencywide annual budget; direct the forecast of additional funds needed and implement adjustments, as necessary.
- Establish SDHC's timely and accurate financial reporting practices; evaluate accounting procedures and financial controls; coordinate annual audits and respond to and implement audit recommendations.
- Identify, assess, and mitigate financial, operational, strategic, and compliance risks to ensure stability.



# OVERVIEW OF RESPONSIBILITIES *continued*

- Procure and maintain appropriate insurance for SDHC's insurance needs, including but not limited to Directors and Officers, property, cyber-security, workers' compensation, etc.
- Respond to new requests for funding, information, and assistance, including seeking out new grant funding opportunities.
- Manage SDHC's investment portfolio; ensure that investments meet SDHC's policy guidelines and that adequate cash is available to meet obligations; prepare periodic reports regarding investments to the Investment Committee, SDHC Board of Commissioners, and Housing Authority; review the Investment Policy.
- Participate in and make presentations to the Housing Authority, SDHC Board of Commissioners, and a variety of committees, boards and commissions.
- Attend and participate in professional group meetings; stay abreast of latest trends and innovations in public housing as well as the broader spectrum of a public agency; implement best practices.
- Review and provide input on the fiscal impact of all deal terms, final contract negotiations, upcoming funding options, innovative programs, and any fiscal-related decisions by the SDHC Board of Commissioners.
- Oversee the timely completion and publishing of all financial reports and ensure accessibility by the public.



# THE IDEAL CANDIDATE

SDHC is seeking a progressive, seasoned CFO who is passionate about public service and enjoys working in a collaborative, high-performance organization. A self-directed, enthusiastic individual who can hit the ground running and thrive in a robust, dynamic environment will succeed in this position. Exceptional interpersonal and communication skills are also a requirement at this level.

Also desired is a well-rounded CFO who is adaptable, flexible, and effective and who can earn the full confidence of both internal and external stakeholders. This ideal candidate will be an individual who has both a big-picture vision and the ability to establish credibility as a decisive, purposeful, hands-on professional committed to excellence, independence, transparency, and fiscal accountability. This top candidate will also have exceptional analytical skills, complemented by critical thinking and high emotional intelligence.

This position requires a strong manager of people and fiscal resources. The new CFO will naturally embrace a team effort, spark action, deliver timely results, and incorporate a proactive approach.

Additionally, this top professional will be an accomplished presenter in public forums, able to build strong relationships, engender trust, and, when needed, drive change.



## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in public, business administration, financial/accounting services field, or a closely related field, and ten (10) years of progressively responsible experience in financial services program administration; at least three (3) of which were in a management or supervisory capacity.

**Housing Experience:** While housing-related experience is highly desirable, applicants with experience in federal and/or state funding for highly regulated programs are strongly encouraged to apply. Applicants with well-honed fiscal management experience in a government setting will be

given consideration. The ultimate decision on overall career experience that best matches the requirements of the CFO position will remain with Ralph Andersen & Associates, in conjunction with SDHC's Leadership.

**Licenses and Certifications:** A Certified Public Accountant (CPA) license is highly desirable. SDHC also values other financial certifications in local government.

### Knowledge of:

- Standard practices and principles in alignment with the Governmental Accounting Standards Board (GASB); ability to perform executive-level duties, incorporating best practices for public agencies as CFO, with a keen understanding of funding methods, cost-accounting, fiscal management, program oversight, accountability, and reporting in a public forum.

# QUALIFICATIONS *continued*

- Budget development, contract administration, grants management, investments and portfolio management, long-range forecasting, and general principles of risk management.
- Effective leadership and staff development skills and collaborative, employee-centered practices.

## Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls agencywide.
- Deliver on-time, accurate financial reports, prepare large and complex budgets, oversee investment portfolio, and prepare/present financial projections.
- Innovate and collaborate within the Financial Services Department and with other departments and divisions throughout SDHC.

## COMPENSATION AND BENEFITS

SDHC offers an excellent compensation and benefits program. The annual salary range for this position is \$172,680 to \$268,346 (Class Code 8). Placement in the range will be dependent on career history and qualifications. Also, SDHC offers a 457(b) Tax-Deferred Savings Plan (see matching details) and a Defined Contribution Pension Plan (14% Employer Contributions). Candidates should be aware that SDHC is exempt from Social Security.

Additional details about the 457(b) Plan, Pension Plan, and other executive-level benefits are available [here](#).

**Hybrid Work Schedule** – SDHC offers a hybrid work schedule with certain limitations and parameters for on-site workdays and required meetings (including attendance at SDHC Board of Commissioners and Housing Authority meetings). Residency within a reasonable commuting distance of the greater San Diego local area is required. Further details are available through Ralph Andersen & Associates.

**9/80 Work Schedule** – SDHC works a 9/80 compressed work schedule, with alternating Fridays off.

**Moving and Relocation Assistance** – SDHC may consider offering a reasonable amount of relocation cost recovery for the selected candidate.



# TO APPLY

To be considered, candidates must submit a compelling cover letter and a comprehensive resume via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Candidates are encouraged to **apply immediately**. Interested parties should be aware that this recruitment solicitation may close at any time a pool of qualified candidates has been established. Top candidates will be elevated to the CEO and COO following submittal and initial screening by the Search Firm. References will not be contacted until mutual interest has been established.

Ideally, the Vice President, Financial Operations / CFO, will join SDHC in the May/June 2026 time frame (or sooner). SDHC will make every effort to accommodate a mutually agreeable transition date.

If you have questions or would like to discuss the opportunity further, please call Heather Renschler, Project Director, at (916) 630-4900. Confidential inquiries are strongly encouraged. To schedule an introductory discussion with the Project Director, email [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

For more information about SDHC, visit [sdhc.org](http://sdhc.org).

