

SAM MOSS
Taylor St.
San Francisco, CA 94133

Summary of Qualifications

- Executive real estate professional with extensive experience in both for-profit & non-profit portfolio underwriting, development and management.
- Equal experience managing & developing affordable housing and private commercial real estate assets.
- Ability to accurately complete projects and assignments in a fast-paced environment.
- Experience supervising employees and managing office operations.
- Familiar with San Francisco politics and communities.
- Self-motivated, equally capable of working via “satellite-office” or within a traditional office setting.
- Proficient in Microsoft Word, Excel, Power Point, Outlook, Publisher and ARGUS.

Professional Experience

Mission Housing Development Corporation, San Francisco, CA

September 2013 – Present

Executive Director

- Responsible for ensuring the organization’s consistent achievement of its mission and financial objectives.
 - Oversee the administration and cultivation of all MHDC assets, programs, services.
 - Represent MHDC with respect to governmental agencies, community organizations, residents, stakeholders, funding partners and the general public.
- Responsible for implementing a positive work environment and culture to attract and retain a qualified and diverse staff.
- Provide leadership in developing program, organizational and financial plans.
- Manage all department directors.
- Maintain working knowledge of significant developments and trends in Affordable Housing.
- Oversee the recruitment, training, supervision, management and employment of all MHDC staff.
- Implement action items developed through MHDC’s Strategic Plan.
- Oversee compliance with all MHDC contracts.
- Implement operational controls to ensure adequate funds are available to permit MHDC to carry out its work.
- Ensure MHDC is current in relevant technological fields and training areas.
- Oversee MHDC fund raising efforts.

Mission Housing Development Corporation, San Francisco, CA

March 2012 – October 2013

Director of Asset Management

- Responsible for the development and management of 40 mixed-use affordable housing assets located in San Francisco.
- Ensured entire portfolio met applicable regulatory guidelines on a “per-property” basis.
- Supervised employees within Mission Housing as well as on-site property managers located at each site.
- Managed company wide commercial leasing responsibilities.
- Established and cultivated relationships with city officials and departments.
- Reviewed and implemented annual budgets and risk management efforts at each property.
- Reviewed operational, financial, physical and compliance reports to identify areas, patterns and trends, and determined strategies, remedies and risk mitigation to ensure each property performed to its full potential.
- Oversaw and coordinated all development projects.
- Worked with lenders and developers on resyndication, refinance and debt restructuring efforts.
- Oversaw annual grant applications for private and public grants.
- Composed and presented reports during all board meetings.
- Responsible for all site resolution and legal matters.

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WhiteStar Advisors, LLC, San Francisco, CA

September 2009 – March 2012

Senior Asset Manager/Senior Property Manager

- Managed approximately 2MM square feet of direct real estate investment assets.
 - 40 separate properties located throughout the United States valued at approximately \$1BB.
 - Lead team of real estate professionals both on-site and remotely.
- Responsible for reviewing and implementing annual budgets (\$1MM-\$3MM annual average) for each individual asset.
- Performed annual value-add and hold/sell analysis on all assets.
- Negotiated and coordinated all new leases and lease renewals.
- Oversaw all new construction and tenant improvement projects (Approximately \$5MM total Const. Managed).
- Coordinated new loan and refinance negotiations, including all due diligence work associated with financing direct real estate investments.
- Prepared and presented quarterly client reports.

Swig Equities West, Inc., San Francisco, CA

September 2008 - August 2009

Operations Manager/Asset Manager/Leasing Agent

- Established West Coast branch of New York City based company HelmsleySpear, LLC.
 - Assisted two executive and senior vice presidents in the management and leasing of a Class B commercial office building located in San Francisco's financial district.
- Performed all real estate research and assisted in all transactions.
- Composed property reports for the San Francisco area from cross-referencing and verifying multiple real estate databases.
- Assisted IT Director in registering new employees onto Helmsley Spear's network.
- Implemented and managed office filing system and managed all office inventories.

Genuine Title, LLC, Owings Mills, MD

October 2005 - July 2008

Conditions Department Supervisor

- Participated in Company start-up which grew from seven to over fifty employees.
 - Lead team of employees (5-10) while managing the Conditions & Underwriting Department
 - Negotiated Judgment and Lien Satisfaction with Borrower, Lender, Taxing Authorities, Legal Counsel and Courts.
 - Trained department to review title, coordinate debt reduction negotiations and obtain lien payoffs and releases to provide lenders with insurable title.
- Responsible for Daily Client servicing
- Provided business consulting for smaller mortgage firms to stimulate their business progress.
- Contacted all new clients to establish a positive relationship and determine their specific business needs.

Education

Bucknell University, Lewisburg, PA

August 2000 - May 2004

- Bachelor of Arts
- Major: Political Science
- Minor: Education & Public Policy
 - Varsity Baseball- Division I Program (co-captain, second team all-league)
 - Sigma Chi Fraternity