



Asset Manager

About Ability Housing

Ability Housing's is a 501(c)3 affordable housing developer committed to improving the quality of life for residents and the communities in which we operate.

Mission to build strong communities where everyone has a home.

Vision a society where housing is a right, not a privilege; and all individuals have safe, affordable housing in vibrant communities.

To achieve these, we develop and operate quality rental housing affordable to persons with extremely limited incomes; administer rental assistance to help chronically homeless households access market housing; and partner with area service organizations to ensure our residents have the supports they require to maintain their housing and increase self-reliance.

Values

- Everyone should have a home
- Working together creates opportunities and changes lives
- Challenging the status quo creates new ideas and innovative solutions
- Using data and evidence-based practices creates effective and lasting outcomes
- The trust of the people and communities we serve must be earned every day

The Role

The Asset Manager performs a variety of complex tasks to ensure the successful performance of Ability Housing, Inc.'s (AHI's) portfolio of affordable rental housing. This position oversees and manages the economic, financial, physical, and compliance needs of AHI assets. Additionally, this position provides the technical oversight and leads in the majority of analysis to ensure assets' long-term economic viability and physical longevity. In addition, the position is responsible for ensuring each property fulfills the agency's mission and strategic vision; including implementation of best practices for Permanent Supportive Housing.

Essential Responsibilities

The Manager is responsible for ensuring properties are operated to provide an environment of respect and opportunity so that all housing is a springboard for residents' attainment of their household goals.

Financial Analysis & Risk Management

- Review monthly reports for each property; analyze performance against annual budget; review utility consumption outliers; recommend and initiate operational changes in order to meet performance projections.
- Oversee property budget process, FHFC rent increases, Section 8 rent increases and contract renewals, vendor contracts, and other annual property management activities.
- Review and edit property audited financial statements. Work with AHI's finance team and other partners to ensure reporting is completed on time.
- Monitor cash flow, including above and below the line fees to AHI and partners.
- Develop asset management plans for units under development; interact with other AHI departments to determine proposed unit population, level of staffing required, space planning, market conditions, and financing obligations.
- Analyze and develop a strategy for expiring Year 15 LIHTC deals. Work with stakeholders to secure necessary approvals for acquisition of Limited Partner/Investor Member's interest in the project.
- Create reports, performance dashboards and other materials for use by AHI board and staff, as well as outside stakeholders.

Compliance and Contract Management

- Experience in affordable housing finance programs and related compliance requirements, including HUD, Section 8, LIHTC, HOME, CDBG and other programs.
- Maintain effective relationships with contract property management companies to ensure performance of all aspects of the property management agreements.
- Maintain relationships with funders, investors, and regulatory agencies.
- Manage and interpret all property documents, including Limited Partnership/Operating Agreements, loan documents, and regulatory agreements.
- Ensure properties are complying with all applicable regulations governing rental unit development, operation, and maintenance.
- Attend training for updates to laws, policies, and procedures.

Physical Needs and Capital Project Management

- With assistance from 3rd party specialists, conduct site inspections to assess the property's physical condition and the effectiveness of maintenance activities; review curb appeal; ensure properties are well maintained and meet AHI standards.
- Plan and supervise implementation of capital needs assessments, capital projects, including working with onsite maintenance staff, or outside contractors.
- Oversee reserve transfer requests and long-term replacement reserve analysis.
- Conduct analysis of capital needs in the context of useful life, replacement costs, liquidable assets, and cashflow.

The Ideal Candidate

Ability Housing is seeking a strategically minded individual who is mission and goal oriented. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's degree in Business Administration, Management, Real-Estate, or related field
- Alternative education and experience qualifications welcome
- Four years of experience in affordable housing asset management, real estate development or related field

- Alternative education and experience qualifications welcome
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Attention to detail and ability to meet deadlines
- Ability to work well in a team environment, handle multiple assignments and meet deadlines
- Extremely self-motivated and able to plan and execute goals independently
- Positive attitude and team focused energies
- The successful candidate must pass a required background check
- Valid driver's license, good driving record and own reliable transportation with current insurance. Frequent travel within the Northeast and Central Florida regions can be expected.
- Demonstrated deep commitment to social and community service

Preferred Qualifications, Knowledge, Skills and Abilities

- Asset Management Specialist (AMS) or Certified Housing Asset Manager (CHAM) Certification preferred from Neighborworks Training Institute
- Certified Property Manager (CPM) from the Institute of Real Estate Management
- Program and/or project management experience that supports the ability to manage multiple concurrent projects and drive them to completion

Work Environment

Position is a full-time, exempt position. Regular daily (work week) presence is required. After hours and weekend duties sometimes required.

Ability Housing is a mission-oriented organization that has grown significantly in recent years. It offers a flexible work schedule and environment; operating in a hybrid environment, schedules vary based upon staff preference and the demands of each position.

Ability Housing, Inc. offers a competitive compensation and benefits including, medical, dental, vision, life, STD, paid vacation, paid holidays days and retirement.