

Job Description

POSITION

Senior Asset Manager

REPORTS TO

Vice President, Housing

CONTACT

Kate Mulligan

Director of Asset Management

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SUMMARY

The Senior Asset Manager will be responsible for the day to day activities of the Asset Management team, ensuring that the RiseBoro Housing Portfolio operates as efficiently as possible and that the portfolio meets its financial and compliance requirements as defined in legal and regulatory agreements. The Asset Management Team works collaboratively with the property management, development and fiscal departments to ensure that the portfolio unleashes the potential of communities to thrive.

RESPONSIBILITIES

- Develops leaders and encourages innovation to advance the theory of change
- Identifies collaboration with other Departments to implement strategy and maximize impact
- Identifies key performance and risk indicators, assesses emerging risks and opportunities, and develops plans to address them
- Develops and maintains relationships with key partners that bring resources to the organization
- Recommend opportunities to successfully integrate into new communities through proven engagement techniques, supporting the RiseBoro Theory of Change.
- Deliver monthly, quarterly and annual comprehensive reports to Vice President of Housing, CFO, CEO, Real Estate Committee to increase operations visibility and encourage reactive management
- Analyze and request Developer Fees, Incentive Fees, cash flow through waterfall and other fees as earned across the portfolio.
- Review monthly and quarterly reports, prepared by the fiscal department, prior to submission to investors and respond to Investor questions as required.
- Reviews and approves annual budgets for all properties, in coordination with relevant parties in the Housing and Fiscal Department.
- Reviews and approves annual financial audits for all properties, in coordination with relevant parties in the Housing and Fiscal department.
- At permanent conversion, coordinates with Directors of Properties and Real Estate and the Fiscal Department to:
 - Ensure early and ongoing fiscal and regulatory compliance
 - Implement regulatory requirements across management platforms

- Work with the Property Management team to ensure oversight and tight management to budgets, and ensure quality of service to tenants.
- Assist in oversight of the 202 projects contract management and operations
- Processing and review of asset management and investor fees across the portfolio.
- Supervision of collections team to maximize rent collection and optimize:
 - Tenant arrears
 - Section 8 compliance
 - Tenant legal procedures
- Supervision of leasing team for multi-family and scattered site real estate portfolio to achieve:
 - Timely lease up of vacant units
 - Implementation of waiting list in Yardi
- Supervision of leasing team for all new affordable housing projects in the real estate portfolio to achieve:
 - Approval from agencies of marketing plan
 - Implementation of marketing plan
 - Timely lease up of units
- Supervision of compliance team to work towards full file and property compliance with all internal and external regulations governing each property to ensure:
 - Compliance with annual LIHTC and HOME recertification process
 - Timely submission of annual reporting to City and State Regulators
 - Annual State LIHTC compliance reports
 - Annual City LIHTC and HOME compliance reports
 - Annual HPD Maintenance reports
 - Timely investor reporting
 - Capital Requests submitted as per regulatory requirements
 - Accurate information in Yardi
 - Properties are in compliance with Regulatory requirements

COMPETENCIES

- Strong Knowledge of Affordable Housing Deals, Underwriting and Compliance
- Strong Knowledge of Real Estate Financial Statements and reporting
- Ability to write and communicate effectively
- Ability to multi-task
- Knowledge of the Yardi program preferred
- Affordable Housing Property/Portfolio Management experience

EDUCATION EXPERIENCE

- BA or BS Degree Required, concentration In Affordable Business or Real Estate preferred
- 5-10 years' experience