

## **Job Posting Asset Manager**

Settlement Housing Fund, Inc. (SHF) is a nonprofit organization which creates and sustains high quality affordable housing and programs, building strong and economically diverse neighborhoods throughout New York City. SHF works closely with community partners to provide low- and moderate-income New Yorkers with pathways to long-term affordable housing, education, employment and wellness. SHF currently owns approximately 1,750 units of affordable housing in 30 buildings, located in the Bronx, Manhattan, and Brooklyn.

SHF is seeking an Asset Manager to oversee financial, regulatory compliance and capital needs at our developments. They will work closely with a broad array of internal and external stakeholders including SHF staff, contracted property managers, investors, lenders, and government regulatory agencies. The Manager will report directly to SHF's Senior Development Project Manager.

### **Asset Management at SHF**

The Asset Manager will create and implement SHF's asset management strategies, establish oversight and maintenance protocols for current and prospective SHF properties, set performance benchmarks, and develop plans for corrective actions. The Manager will engage with and oversee third-party property management through comprehensive financial review, budget and capital approvals, and facilitate close working relationships with SHF's community, debt and equity partners to ensure optimum property performance and a high-quality affordable housing experience. The Asset Manager will consult with the Senior Development Project Manager to determine and measure property goals and outcomes. They will collaborate with the Development Team and the Chief Operating Officer to identify recapitalization and refinance opportunities and capital needs for SHF's portfolio of assets.

The Asset Manager will be responsible for a variety of tasks including, but not limited to the following:

- Analyze and track performance metrics that quantify the physical and financial health of the portfolio for use in monitoring and reporting to Senior Management and the Board of Directors;
- Develop a long-term strategy for the portfolio inclusive of maintenance and operating costs, revenue and capital repair planning;
- Review and approve annual operating budgets prepared by third-party property managers against ownership's asset management objectives;
- Communicate with internal and external stakeholders to complete compliance reporting in accordance with applicable lender, investor and governmental regulatory governance;
- Work with accounting team to coordinate annual financial audits and distribution of surplus cash;

- Complete and file annual Low-Income Housing Tax Credit (LIHTC) reports to ensure compliance with Tax Credit funding requirements;
- Maintain/monitor real estate tax abatement terms and compliance;
- Handle the administration of portfolio-wide insurance policies including policy renewals and claims management;
- Determine the ongoing scoping of green investments including the payback analyses for proposed green measures;
- Coordinate and notify properties of upcoming governmental and other stakeholder inspections and track progress of each inspection from initial notice to completion.

**Our ideal candidate** will bring fiscal oversight experience, familiarity with property management, good judgment, and resourceful problem-solving skills. They will be an independent thinker who is adept at collaboration and committed to SHF's mission. The Asset Manager will possess many of the following skills and qualifications:

- Bachelor's degree;
- 2-3 years of experience in asset management, particularly for affordable rental properties including LIHTC and Section 8. New York experience preferred;
- Experience with financial reporting and modeling, including proficiency with Excel;
- Strong organizational, financial, analytical, communication and writing skills;
- Ability to work in a fast paced environment and complete multiple tasks with simultaneous deadlines;
- Assertive, self-motivated and able to work independently and with a team;
- Familiarity with building systems and general property management;
- Availability for frequent local travel (within walking distance of public transit), accessing apartments and roofs in buildings without elevators, and occasional weeknight work;
- Demonstrated ability to take initiative, suggest new ideas and move tasks forward.

Excellent benefits, including medical, dental, and retirement.

This is an excellent opportunity for a professional seeking a work/life balance and the opportunity to contribute to a successful, mission-driven organization.

Please send a resume and cover letter detailing your interest and qualifications for this position to [Jobs@shfinc.org](mailto:Jobs@shfinc.org), subject line "Asset Manager"

Settlement Housing Fund is an equal opportunity employer.