



About the Job

Asset Manager

This junior-level management position plays a key role in the ongoing oversight and performance of CLOTH's multi-family portfolio while performing a wide variety of tasks including preparing and analyzing property and portfolio reports. Employee will be responsible for oversight of CLOTH properties and Property Manager; CLOTH employs a Third Party Manager that is responsible for managing the buildings, supervising maintenance personnel, collecting rent, monthly reports and compliance.

Essential Duties

- Work with senior staff, third-party asset management and third-party property management companies overseeing the operations of the portfolio to maximize operating results and increase value of the assets
- Review and analyze monthly, quarterly, and annual financial reports to monitor results and identify issues and trends
- Develop action plans to correct issues for watchlist properties and other underperforming assets
- Participate in the review of annual property operating budgets
- Review property documents to highlight ongoing reporting and compliance requirements and work with internal and external parties to ensure compliance
- Perform regular site visits to existing properties to assess operations
- Complete special projects and analyses as needed
- Responsible for all GP reports to Syndicators; HPD, HUD and other organizations or agencies
- Review and approve such items as budgets, purchases above a predetermined level

Job Requirements

- Bachelor's Degree in a relevant field and one year work experience
- Background in property management and knowledge
- Previous work experience with special needs populations and affordable housing development preferred
- Project management skills
- Strong organizational skills, self-starter, and ability to work independently
- Computer literate with proficiency in MS office products (Word, Excel)
- Good interpersonal, verbal, and written communication skills
- Ability to make administrative and procedural decisions
- Ability to work diplomatically with colleagues, customers and agencies
- Ability to multi-task

Compensation

CLOTH will offer a salary and commensurate with a candidate's experience and skills.

If Interested In Applying For This Position

E-mail your resume with a thoughtful cover letter telling us about yourself, your skills, and experience to: info@cloth159.org.

About CLOTH

Community League of the Heights (CLOTH) is a multi-faceted community development and service organization that serves the residents of southern Washington Heights. Our mission encompasses advocacy, organizing and the providing of services related to decent affordable housing, education, health, youth services and neighborhood improvement. CLOTH's housing portfolio currently includes 37 properties with over 557 units located in Washington Heights. These projects were financed with a variety of funding sources; LIHTC, HOME, HPD Supportive Housing Loan Program, HPD PLP, Resolution A, and HUD 203k program. Our properties serve a variety of different populations including the formerly homeless, those with chronic mental illness, the elderly, and families.