



Job Description

Position Title	Department	Reports to
Asset Manager	Asset Management	Senior Asset Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	April 1, 2022

POSITION SUMMARY

The goal of the Asset Manager is to manage assigned First Community Housing’s property operations to ensure communities meet financial, physical, sustainability, and resident services goals. Works with FCH Facility, Development, Resident Services, and Accounting Staff. Manages Annual Operating Budget and 5-Year Capital Plan. Monitors Property Operation Statements and Maintenance Reports. Leads Compliance and Reporting efforts, including relationships with lenders and investors. Manages reposition efforts, including refinancing and buyouts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Budgeting and Capital Planning:

- Work with Team (Director of Asset Management, Sustainable Program Director, and property management) to develop Annual Operating Budget for properties
- Work with Team (Sustainable Maintenance Supervisor and property management) to develop 5-year Capital Plan

Financial and Physical Oversight:

- Supervise Property Management Company and manage properties held for future development.
- Closely monitor and routinely report on operational and financial performance of portfolio as it relates to budgets, FCH goals, and lender and investor expectations.
- Review Monthly Maintenance Report from Sustainable Maintenance Supervisor and review/process replacement reserve withdrawal requests.
- Support Sustainable (Green) efforts, including managing assigned projects.
- Approve invoices up to approved amounts at properties.
- Fulfill role of Project Manager at properties on projects as assigned.
- Represent FCH in Public Meetings

Compliance and Reporting:

- Develop and maintain working relationships with lenders and investors.
- Maintain Summary Binders for portfolio.

- Manage reporting process to TCAC, lenders, investors, etc.
- Work with Team (Director of Finance and Asset Management, and auditor) on Annual Financial Audits.
- Ensure filing of Annual Welfare Exemptions

Reposition and Acquisition:

- Monitor Capital Accounts of investor.
- Work with Director of Asset Management on 15-year Buy-out Plans for portfolio
- Manage refinance processes for portfolio.

Desired Skills:

- Combination of 5 years of post-secondary education and/or experience in real estate, finance, business, or related field.
- Strong knowledge of the asset management function, either as an experienced asset manager or regional property supervisor
- Work independently and as part of a team.
- Demonstrated ability to both supervise and monitor capital improvement projects.
- Exceptional record keeping abilities.
- Knowledge of Sustainable Practices a plus
- Management level computer skills, including Excel and Word.
- Ability to develop consensus among diverse groups. Ability to negotiate.

Salary Range:

\$90,000 - \$110,000 plus benefits

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May travel by car, plane or other form of transportation to attend business meetings or conferences.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The



requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

First Community Housing is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Interested persons should send a resume to Michael Santero at michaels@firsthousing.org