

HOUSING ASSET MANAGER

ABOUT US:

Located in East Harlem, New York, Hope Community is a dynamic Community Preservation and Development Corporation. Hope Community Inc. is a non-profit, 501c3. In its 49 years of commitment Hope Community Inc. has managed and owned a diversified housing portfolio of over 1250 units within 78 buildings for low/moderate and middle income families. In addition, we encourage the growth and success of neighborhood businesses through the affordable commercial spaces we own.

Description

The Housing Asset Manager under the direct supervision of the Director for Property Management is responsible for researching, analyzing and coordinating all compliance requirements relating to Hope Community Inc.'s, real estate assets to meet the organization's mission and maintain long-term financial sustainability.

Responsibilities:

- Coordinate asset management of portfolio of more than 78 properties with over 1250 units of housing, including rental housing for low income families and the elderly.
- Coordinate with Fiscal Department to develop an annual budget for all properties and monitor on an ongoing basis to maximize property performance and streamline operations.
- Coordinate with Property Management and Fiscal Staff the completion of reporting for funders, investors and Hope Community internal as needed on monthly, quarterly or annual basis.
- Provide coordination of Compliance Staff to insure Program has proper compliance regarding resident issues: income certifications, unit leasing and renewals.
- Provide asset management expertise to Housing Development staff during the due diligence phase of property acquisition or existing property renovations and particularly with the financial planning and projections.
- Coordinate and participate in transition of housing projects from construction completion to property management operations.
- Insure proper compliance with land use agreements, regulatory requirements, real estate abatements, and other matters regarding properties.
- Monitor performance of properties with regard to utility usage and coordinate opportunities for operational or capital improvements to increase energy efficiency.

Qualifications:

- Min. BA/BS degree or higher required
- Minimum 3-5 years' experience in asset, property management, or closely related field with residential properties.
- Familiarity with LIHTC partnerships structures.
- Strong knowledge of LIHTC program compliance, HUD, HFA, HPD/HDC Regulations
- Strong analytical and problem solving skills, with the ability to exercise good judgement and sound decision making in a complex regulatory environment.
- Ability to interact within our existing team environment, as well as to work independently, as needed.
- Active participation in team initiatives to improve asset monitoring, and risk management processes

- Demonstrate ability to communicate and persuade, with exceptional oral and written skills in the presentation of ideas and concepts.
- Proficient in Microsoft Office.
- Low Income Housing Tax Credits, federal HOME Program and extensive knowledge of multi-family building systems.
- Understanding of private and public debt financing, equity and compliance reporting needs for typical affordable housing development projects.
- Ability to understand and work well with residents, government, private investors and lenders, and other service organizations.
- Bi-lingual Spanish-English Language - a plus.

Please send resumes to HR@hopeci.org