



About Affirmed Housing

Headquartered in San Diego for 30 years, Affirmed Housing is dedicated to improving and sustaining residential life for Californians through the development of affordable housing. The company aims to enhance communities and our environment by building and operating vibrant, professionally-managed, eco-friendly, affordable multifamily housing. Affirmed guides its award winning projects through site selection, design and permitting, financing, construction, and operations by leveraging its extensive knowledge of public and private investment, including low-income housing tax credit and tax-exempt bond financing. The company has sourced nearly \$3 billion for affordable and supportive housing developments throughout the state, with over 5,000 homes produced in 73 apartment communities. For more information, visit www.affirmedhousing.com.

Job Summary

The Asset Manager joins a growing department within the company as the portfolio expands with each new development project. The Asset Manager will report to the Vice President of Asset Management and work alongside four other department members in the San Diego office. The position focuses on maximizing the value of each rental property and realizing the highest return on investment for the owner, while promoting the mission-driven nature of Affirmed's work and empowering resident success.

Key tasks and responsibilities of the Asset Manager include enacting strategies that improve asset value by wisely reducing expenses and increasing income; overseeing the property manager; and preparing, monitoring, and adjusting property financials, budgets, and projections.

Property Oversight

- Attend quarterly check-in meetings with each regional manager.
- Perform annual site visits.
- Respond to capital needs across the portfolio.
- Assign project performance ratings and help determine watch list properties.
- Review incident reports (injuries, thefts, vandalism, fires, floods, etc.).
- Enact department guided security solutions and oversee implementation at the property level.
- Maintain agreements with utility consultants, vending machine operators, and any other third party contractors.
- Oversee maintenance and replacement of FF&E.
- Research and analyze energy efficiency and cost saving measures.
- Maintain property ownership records, including limited partnership agreements and all amendments, loan documents, deeds, org charts and entity docs.
- Upload property ownership records to asset management software.
- Ensure business licenses and any other permits remain current.
- Submit compliance reporting to all stakeholders pursuant to established schedules for each property.
- Monitor resident services compliance related to programs required by financial stakeholders, such as TCAC, CDLAC, AHP, etc.
- Work with property management to remedy any findings of noncompliance.
- Track TCAC units that go offline due to capital repairs.
- File insurance claims.
- Maintain insurance certificates.

- Manage and process insurance premium invoices.
- Participate in commercial space leasing activities.

Financial Management

- Monitor rents and utility allowance schedules.
- Track PBV increase requests.
- Gather due diligence for lender and investor conversion and 8609 installments; includes DSCR analyses.
- Submit annual CUAC renewal requests to TCAC.
- Review monthly financials of each assigned project in the portfolio.
- Reconcile reserves and other accounts prior to yearend.
- Ensure financial and other property data is uploaded to asset management software.
- Review and facilitate internal approvals of annual operating budgets.
- Ensure integrity of financials prior to submission to CPA for annual audits; includes yearend accruals and adjustments.
- Facilitate distribution of cash flow pursuant to LPAs and audits.

Organizational Support

- Maintain real estate owned schedules.
- Provide comparable operating property data to development department.
- Collaborate with nonprofit partners and secure property tax exemptions.
- Assist with dispositions, refinancings, and resyndications as requested.
- Support underwriting and due diligence efforts for various financing needs.
- Other duties assigned by Director of Asset Management.

Position Competencies

- Previous work experience in asset management, accounting, finance, housing development or property management.
- Familiarity with affordable housing development and property management.
- Knowledge of housing finance programs, including HUD, HOME, project-based vouchers, low-income housing tax credits, and tax-exempt bonds.
- Knowledge of the welfare tax exemption application process.
- Ability to prepare, review, comprehend, analyze and monitor complex financial reports.
- Skilled problem solver and team leader.
- Able to take initiative; multi-task successfully.
- Proficient with Microsoft Office applications; keen computer and software skills.
- Excellent communicator.

Physical Requirements

- Prolonged periods of time at a desk and a computer.
- Must be able to ascend and descend flights of stairs for property inspections.

Please submit your resume for consideration to jonathan@affirmedhousing.com