Asset Manager, Multifamily Developer, San Diego, CA

An entrepreneurial, San Diego-based affordable housing developer is looking for an Asset Manager to support their growing portfolio of developments, which include Low Income Housing Tax Credit (LIHTC) affordable, naturally occurring affordable, and market rate communities along with some mixed-use retail. Reporting to one of the Owner’s of the company, this position has significant responsibility and impact on the financial and physical performance of each community during lease-up and stabilized operations. The Asset Manager will develop and implement an asset management strategy that maximizes NOI, maintains program compliance, allows residents to thrive, and effectively reports to lenders and investors. Responsibilities also include assisting with operational underwriting of future developments, financial closings (especially perm loan conversion), and other project development needs.

**RESPONSIBILITIES:**

* Leadership: AM is an effective leader of property management teams and stakeholders through clear communication, effective goal setting, accountability, and building strong relationships.
* Financial: AM stewards the financial health of each community and overall portfolio through rigorous analysis, effective systems, and strong collaboration with property management teams.
* Compliance: AM effectively manages compliance requirements of Governmental Agencies, Investors, and Lenders for each community.
* Property: AM ensures best-in-class property standards and preventative maintenance plans are implemented by property management teams.
* Development: AM assists with general project development needs including underwriting, applications, financial closings, lease-up, placed-in-service packages, and insurance.

**REQUIREMENTS:**

|  |
| --- |
| * 5+ years’ experience as an Asset Manager for Affordable Housing communities * Bachelors and/or graduate degree in business, finance, economics public administration, planning or related field * Strong understanding of Low Income Housing Tax Credit (LIHTC) finance * CDLAC and CTCAC compliance experience. * New Construction Lease-Up experience. * Leadership of property management and third party consultants * Familiarity with the general principles of real estate, operations, budgeting, financial reporting, and general accounting. * Proficiency with Microsoft Excel and other MS Office suite tools |