

## **Rockville Housing Enterprises**

Rockville Housing Enterprises (RHE) is the Public Housing Authority serving the City of Rockville, MD. RHE is expanding our multi-family portfolio as is looking for a dynamic self-starting individual with equal amounts of competence and character to over see the management of our third-party property managed multi-family portfolio.

### **Job Description Summary**

The Asset/Development Manager position exists to ensure the achievement of property-level goals that maximize the performance of the RHE portfolio. The Asset/Development Manager is responsible for overseeing a growing multifamily portfolio, located in Rockville, MD, with multiple finance and compliance layers. The Asset/Development Manager will be responsible for the oversight of third-party property management contracts and activity, site visits, financial review, positioning for property redevelopment/refinancing, and partner reporting. The Asset/Development Manager will also manage new acquisitions and funding applications related to the assets. This position will work with external and internal customers and must have strong communication and writing skills, in addition to strong quantitative skills, and the ability to read, interpret and analyze financial statements for multi-family real estate ventures.

### **Job Description**

- Manage the financial and physical performance of the RHE multi-family portfolio in collaboration with property management, development, and resident services.
- Receive, review, and evaluate monthly financial statements and follow-up on variances.
- Review and approve annual operating budgets and capital expenditure plans.
- Review and approve non-routine expenditures.
- Conduct site visits and review property management systems.
- Develop strategic plans for underperforming communities and supervise execution of the plans by third party property management.
- Develop and update annual business plans for each community.
- Participate with the RHE development team in developing the scope of work and operating budgets for properties to be renovated/refinanced.
- Identify operational issues throughout design/construction/lease-up/stabilization phases of development and work with cross-functional project teams to devise solutions.
- Provide a leadership role in the transition of all properties from development to operations. Work with property management to ensure items such as security contracts, controlled access, video surveillance, and internet/video have been considered, and if appropriate, contracts/equipment are put in place.
- Establish a feedback loop with the development team to capture learnings from portfolio operations to inform future project design and development.
- Collaborate with property management and resident services on community development and resident relations.
- Identify, prioritize, and resolve physical and operating problems/issues with properties.
- Assist with property insurance related matters including claims reporting.
- Monitor property debt and the expiration of LIHTC compliance to identify opportunities for restructure, refinance or acquisition of limited partners' interests.

- Coordinate with property management compliance staff to ensure affordable housing program reporting requirements are being met.
- Manage timely and accurate communications and reports with investors, lenders, government officials and others as required.
- Approve major contracts with third-party vendors.
- Complete accurate, timely internal reports.
- Monitor property operations, including weekly occupancy levels.
- Assist in resolving resident issues with property management and resident services.
- Review and approve property tax assessments and coordinate property tax appeals with local counsel. Approve real estate tax invoices for payment.

### **Qualifications & Skills**

- Bachelor's degree or equivalent required, preferably in Business Management, Accounting, Finance or related field.
- Master's Degree in Real Estate, MBA or CPA preferred.
- 2-3+ years multi-family real estate, finance, accounting, and/or asset management experience.
- Experience managing a portfolio of real estate, and familiarity with private financing and federal, state, and local government funding.
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
- Strong verbal communication and business writing skills.
- Ability to read, interpret, and analyze financial statements.
- Sound understanding of real estate terminology and concepts, including multi-family real estate; working knowledge of LIHTC required.
- Strong analytical skills.
- Strong computer skills with excellent MS Excel skills.
- Highly motivated and able to work independently.
- Excellent problem-solving skills
- Must demonstrate strong ethics in interpersonal relations and work as an effective, collaborative team member to produce high-quality results.

Please send your resume to [cetienbla@rockvillehe.org](mailto:cetienbla@rockvillehe.org).