

## Property & Asset Management Senior Associate

Alexandria Housing Development Corporation (AHDC) is a non-profit affordable housing developer and owner. AHDC maintains 900 units serving over 1,500 residents, exclusively located in the City of Alexandria. The housing AHDC creates serves low-to-moderate income households, in addition to providing community serving non-residential space. AHDC also supports its communities with Resident Services Programs and provides consulting services to organizations looking to redevelop their non-profit spaces.

### **Position Requirements:**

The Property & Asset Management Sr. Associate a full-time salary position. The position requires the employee to be locally in the DMV area and must be on site in the AHDC main office a minimum of three days per week. Tuesday & Thursdays are mandatory, with some weekends and evenings required. AHDC follows CDC COVID-19 health and safety recommendations, including mask mandates. Although vaccine mandates are not required, we do require reporting vaccine status.

### **Purpose of Position:**

The Property & Asset Management Sr. Associate will work to further AHDC's mission of equity, inclusion, and diversity. The team member will cultivate a culture of innovation, collaboration, integrity, and empowerment within the team through partnerships and in the community. The team member will establish and implement systems and processes to ensure the long-term financial, physical, and operational sustainability of AHDC's portfolio. The ideal candidate will apply analytical thinking, hands-on problem solving, and interest in innovation and technology to continually improve operational efficiency, financial performance, and quality of life for families of AHDC communities. This position will report directly to the Vice President of Property & Asset Management.

### **Primary Responsibilities:**

- Work alongside leadership to manage SOPs, budgets, strategic plans, special projects, programs, and day-to-day work.
- Development of a team-oriented company culture that emphasizes innovation, learning, sustainability, inclusion, employee retention, and outcome-oriented.
- Support the establishment and enhancement of best practices to enable the achievement of business goals and the execution of corporate strategies.
- Establish and maintain relationships with relevant organizations and build community partnerships
- **Operations and Property Management Over-site**
  - Oversee assigned portfolio and the work of the third-party management firm to ensure consistent, efficient, and quality management at all properties
  - Track and execute annual CapEx plans.
  - Research cost-effective means to optimize revenues and reduce operation costs, maintenance, and real estate taxes
  - Manage resident relations meetings, analyze the data and implement strategies to address findings
  - Troubleshoot facility challenges, supervise consultants, and plan for capital improvements

- Coordinate and conduct periodic site inspections to observe the physical condition and property management practices
- Establish and track data-based indicators to evaluate the performance of third-party management
- Establish and track portfolio-wide goals for third-party management company on an annual basis
- **Finance and Compliance**
  - In collaboration with third-party management, formulate annual operating budgets and capital plans
  - Review monthly, quarterly, and annual property financial and compliance reporting
  - Analyze property financial performance and formulate property level strategies, goals, and policies that will maximize property cash flow and portfolio performance
  - Monitor all debt and financing requirements, including Section 42 LIHTC Compliance, and ensure all reporting required by equity and debt partners is completed in a timely manner
- **Long Term Asset Strategy**
  - Assist with the Implementation of acquisition plans for the limited partner interest in AHDC LIHTC properties that reach the end of the compliance period
  - Oversee the development and tracking of the annual asset management business plan
  - Manage replacement reserves and implement capital improvement plans that ensure the long-term viability of AHDC assets
- **Interdepartmental Collaboration**
  - Assist the AHDC real estate development team in identifying operational issues throughout the design/construction/lease-up/stabilization phases of new development and renovations
  - Assist with analysis of operating expenses on potential AHDC acquisitions
  - Assist the AHDC public outreach and marketing team to highlight success stories of our properties as needed

### **The Successful Candidate Will Have:**

- A minimum of two years of experience in property and asset management with the proven success of leading a team and managing projects
- A bachelor's degree in finance, real estate, business, or related field.
- Experience aiding individuals and groups facing difficulties such as economically disadvantaged, unemployment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, inadequate housing, etc.
- Proficiency in financial analysis using Excel, project management software, and word processing software
- Demonstrated experience preparing operating budgets and financial projections
- On site property management experience a plus
- Exceptional written, editing, oral, interpersonal, and presentation skills and the ability to effectively interface with all levels of employees and partners
- Knowledge of affordable housing financing mechanisms and accompanying compliance requirements preferred
- Creative and innovative problem-solving skills, including negotiation and conflict resolution
- Adapt positively to a fast pace work environment

- Capacity to work on multiple tasks and projects simultaneously while still meeting the priorities of the position
- Bilingual in Spanish or Amharic a plus
- Sincere interest in career growth at AHDC

### **Salary and Benefits**

Commensurate with experience; \$65,000 - \$75,000 annually. AHDC has a benefit package that includes medical, dental, vision, life, and disability insurance. Matching 401(k), flexible schedule, parental leave, HSA & FSA, tuition assistance, paid networking opportunities, wellness package, free parking, and paid timed off.

### **To Apply**

Email a copy of your resume and a cover letter to [resumes@housingalexandria.org](mailto:resumes@housingalexandria.org). *Resumes without a cover letter will not be considered.*

### **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.

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