

## ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for over 30 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through our integrated policy-plus-practice approach. We build, preserve, finance, and/or manage more than 4,000 affordable housing units across the mid-Atlantic region, and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 50+ across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Sustainability. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

NHT Communities is the general partner or sole owner of over 32 housing communities. The Asset Management department within NHT Communities is responsible for the oversight of the housing portfolio.

## POSITION

Under the direction of the Senior Director of Asset Management, the Senior Asset Manager oversees the administration of certain developments in the organization's portfolio to ensure: operations align with NHT's mission and values, assets maintain strong physical and financial well-being, compliance with legal and regulatory requirements, and all internal and external reporting requirements are fulfilled in an accurate and timely manner. The senior Asset Manager will monitor and report on asset performance, identifying potential issues, and assisting with business plan development. The Senior Asset Manager will participate during the development process for new properties, including the review of selected materials and proposed operating budgets.

This position works closely with NHT's other internal teams (sustainability, real estate development, community outreach and impact, and accounting), general partners, managing agents, investors, third-party vendors, and consultants. The position will mentor other team members.

This position is DC-based and qualifies for a hybrid work schedule, working a minimum of two days per week (Tuesdays and Thursdays) at NHT's corporate office.

## RESPONSIBILITIES

Manage and implement business plans for assigned portfolios, ensuring the performance and success of the asset through its lifecycle. Analyzing property performance, valuation, market trends, and implementing strategies to maximize income by:

- Review and approval of monthly financial reporting packages regularly to ensure timely reporting to relevant parties.
- Collaboration with the finance team to complete periodic distributions and ensure accurate financial reporting.
- Identify potential issues and recommend corrective action by reviewing the internal watch list.

- Oversight of third-party property management to include annual property budgeting process, coordination of capital improvements
- Monitoring properties for compliance with a loan, partnership, regulatory, and/or LIHTC agreements
- Performing site inspections to observe the properties physical condition, compliance with LIHTC regulations, site staff effectiveness, local market, and competition
- Reviewing operating partnership tax returns, financial statements, audits, and work through resolutions oversight of workout plans
- Assisting with the disposition of assets, including preliminary evaluation of potential sale, refinance, and year 15 acquisitions of properties within the portfolio
- Identifying and executing refinancing strategies, including HUD loan programs
- Ensure accurate and timely internal and external reporting
- Assist with the development of internal asset management systems, including policy and procedure documentation, reporting, projections, and property performance evaluation tools
- Assist in planning the annual property managers' meetings and quarterly DC managers' meetings
- Monitor property performance in comparison to budget, initial underwriting, and operation of similar properties
- Provide analytical assistance using spreadsheets and databases
- Review and internally process requests for release of funds for replacement reserve accounts
- Assist with development of fee projections to NHT Communities from property operations for inclusion in NHT Communities budget and oversee asset management operations to ensure those budget projections are met
- Assist with compliance for each property with all applicable regulatory requirements associated with either the financing or the governmental jurisdiction and monitor to ensure reports are provided as required to lenders and investors

## DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed leader to advance Equity and Justice by preserving sustainable healthy housing that supports NHT residents' lives. Qualifications include:

- Bachelor's degree in relevant field required
- 5 years minimum of real estate development / management experience
- Experience working with data sets as well as people
- A thoughtful listener that comes prepared to offer insights at meetings
- Strong computer aptitude skills, including high proficiency in Microsoft Office Suite Programs,
- Experience with MRI, Yardi, Real Page and Sales Force.
- Knowledge of Section 42 LIHTC and Section 8 HUD regulations and regulatory agreements, and HUD programs.
- Affordable Housing experience preferred.
- Property Manager's License a plus
- Detail-oriented, entrepreneurial self-starter who relishes multitasking
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment
- Experience working with diverse and low-income populations

# Senior Asset Manager

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- Collaborative spirit and positive attitude (a good sense of humor is a plus)
- Excellent interpersonal, organizational and communications skills, verbal and written
- Commitment to diversity, equity, and inclusion
- Commitment to NHT's mission, including a deep dedication to assisting low-income families

## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is \$100,300, \$133,700, \$167,200 respectively.

## JOIN US

[Apply for This Job](#). No phone calls.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.