



Asset Manager Position Description

At Victory Housing, Inc. (VHI) we provide housing opportunities for low- & moderate- income seniors and families. We have created and sustained over 30 affordable and mixed-income communities with over 2,200 units. We also operate six assisted living communities for seniors. Victory Housing is a nonprofit that has served its mission of providing affordable housing and assisted living for over 40 years, and we serve Washington, D.C. and the Maryland counties of Calvert, Charles, Montgomery, Prince George's and St. Mary's. We invite you to consider joining our team and help sustain our communities!

We are looking for an Asset Manager to contribute to our team and work with our partners to keep our communities in outstanding physical condition and deliver excellent service to our community. You will help us continue to create and maintain well-managed, economically viable housing. By working with our government partners, you will help us ensure that every community remains in compliance with all federal, state, and local requirements. The Asset Manager works closely with the Chief Financial Officer and Director of Asset Management to perform routine and ad hoc analyses, maintain records, and ensure clear communications and directions.

Specific duties and responsibilities include the following:

- Meet with property managers to review the status of properties and report relevant information.
- Review operating statements, budgets, and property improvement expenditures for effective property operations, report on findings and confer with colleagues regarding appropriate actions.
- Assist the Director of Asset Management with oversight of third-party property management firms.

- Help with compliance reporting to investors and government.
- Assist with management of property and liability insurance for the portfolio.
- Create reports and analyses as directed and as needed.
- Create and maintain systems to track Asset Management deadlines, property information and statistics.
- Prepare quarterly reports for VHI Board of Directors meetings, internal reports of portfolio status and other reports as required.
- Assist management with the evaluation of refinance & acquisition opportunities.
- Facilitate communication between VHI accounting staff and management companies to obtain information for audit packages and performs follow up.
- Scan, file, and distribute audits, tax and personal property returns, licenses, inspection reports and other property information as needed.
- Perform other duties as assigned.

The Asset Manager reports directly to the Director of Asset Management. Regular assignments, advice and guidance are also provided by the Chief Financial Officer.

Qualifications:

- Bachelor's degree and three to five years of prior work experience
- Ability to work both independently and on a team, as well as to multi-task and meet deadlines
- Proficiency with Microsoft Excel, Word, Outlook and PowerPoint
- Familiarity with general accounting principles through education and/or work experience
- Strong writing and presentation skills, with the ability to analyze and present data
- Strong communication skills to liaison with residents and property management personnel
- Able to travel to sites in Washington, D.C. & the Maryland counties of Calvert, Charles, Montgomery, Prince George's, & St. Mary's, as well as the ability to get around properties to perform site inspections, including climbing stairs.

- Working knowledge of Federal housing programs is not required, but would enhance the strength of your candidacy

Other:

Compensation commensurate with experience. We offer a competitive benefits and salary package, including free parking.

Victory Housing, Inc. is an Equal Opportunity Employer committed to providing an inclusive work environment for staff, clients, volunteers, and service partners. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Interested candidates should apply at
<https://victoryhousing.hcshiring.com/jobs>