

## WHDC Job Description

**Job Title:** Asset Manager

**Department:** Finance

**Reports To:** Director of Asset Management

**Supervisory Role:** No

**FLSA Status:** Exempt

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### Company Overview

Wesley Housing, a leading nonprofit developer in Northern Virginia and the District of Columbia, has worked to provide affordable rental housing for individuals and families for nearly 50 years. Since its founding, Wesley Housing has emerged as a premier developer of affordable housing. Wesley Housing has acquired or developed over 2,900 rental units, providing quality housing for thousands of at-risk individuals and families each year. Wesley Housing supplements housing with supportive services to build up the lives of its residents, including low- and moderate-income families, older adults, and individuals with disabilities and/or chronic disease. Wesley Housing's headquarters are located in Alexandria, VA (Fairfax County). For more information, please visit [www.wesleyhousing.org](http://www.wesleyhousing.org) and follow @WesleyHousing on social media.

To apply, please visit our careers website at <https://wesleyhousing.org/about-us/careers/>. Click on *Open Positions*. Select the position you are interested in. Then click the *Apply* button to submit your application.

### Job Summary

The Asset Manager is responsible for collaborating with management to ensure the financial and physical well-being of Wesley Housing's nonprofit affordable housing portfolio. They will work closely with property management to enhance performance and establish processes to ensure the long-term sustainability of current assets and future acquisitions. This role demands expertise in financial reporting and analysis, multifamily real estate operations, affordable housing compliance, and strong analytical and communication skills.

Key responsibilities include investor reporting, monitoring portfolio performance against mission and strategic goals, and maximizing value and investment return through financial proficiency. The ideal candidate excels in analytical thinking and hands-on problem-solving, and has a passion for developing innovative solutions to improve operational efficiency, sustainability, and residents' quality of life. This hybrid position offers the flexibility to work remotely primarily and on-site once a week or as required for periodic asset inspections.

### Essential Functions

- **Financial Reporting and Analysis:** Deliver timely monthly, quarterly, and annual property financial and performance reports to lenders, investors, internal, and external stakeholders. Collaborate closely to ensure compliance with reporting requirements and promptly resolve any issues.
- **Performance Monitoring:** Analyze financial performance and develop strategies, goals, and policies to optimize property cash flow and portfolio performance. Implement proactive strategies to address operational, financial, and compliance challenges.

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- **Budgeting and Planning Assistance:** Assist in developing annual operating budgets and capital plans for the portfolio. Set performance targets for each property aligned with approved budgets and forecasts. Coordinate HUD PRAC & HAP renewals as required.
- **Site and Ownership Monitoring:** Conduct regular site inspections to assess assets' physical needs and timelines for capital expenditures.
- **Owner's Representative:** Assist with oversight of real estate taxes and insurance. Manage assessment and appeals processes for taxes and handle insurance claims as needed. Coordinate entity control responsibilities and license renewals.
- **Goal Setting Participation:** Actively engage in setting and achieving goals and priorities to ensure robust financial performance.
- **Team Culture Development:** Cultivate a collaborative and high-performing interdepartmental team culture conducive to productivity and success.

### Knowledge, Skills, and Abilities

- Three to five years of experience with property, budgeting, financial and asset management
- Three to five years of experience overseeing Conventional, LIHTC and subsidized housing preferred
- Knowledge of affordable housing programs such as Section 42 Low-Income Housing Tax Credits, HUD Project Based Section 8, PRAC and Tenant Choice Voucher programs
- Proficiency in financial analysis using Excel and Microsoft Suite, with experience in Real Page / OneSite preferred.
- Demonstrated ability to prepare and analyze operating budgets, financial statements and financial projections.
- Familiarity with conducting physical inspections of properties independently and alongside inspectors.
- Familiarity with physical needs assessments and building systems, with the ability to identify opportunities for improved portfolio performance.
- Excellent interpersonal skills in overseeing and interacting with investors, regulators, property management companies and residents.
- Excellent oral and written communication skills.
- Adept at handling various responsibilities, including day-to-day administrative tasks and big-picture strategic projects, which may evolve over time.

### Education, Certifications/ Licenses, Related Experience

- Bachelor's degree in a related field (e.g. Accounting, Finance, Business Administration), with at least three to five years of related experience

### Travel Requirements

- This position will travel to local site locations occasionally (up to 20% of the time). If operating own vehicle, must possess a current driver's license and personal car insurance and maintain a safe driving record.

### Physical Job Requirements

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- Able to remain in a stationary (standing and seated) position more than half the time
- May need to move about the office(s) less than half the time
- May need to kneel, crawl, crouch down less than half the time
- Must be able to regularly maneuver (lift, move, carry, slide, etc.) approximately 10 to 15 pounds
- Able to operate equipment/machinery that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time
- Able to spend more than half the time viewing computer monitors

### Benefits and Compensation

Wesley Housing offers a generous benefits package to full-time employees that includes a competitive salary, health insurance, disability insurance, paid time off, flexible work schedule, opportunities for training, and a retirement plan with a company match.

### Screening Questions:

1. Do you have at least 3 years of advanced experience managing affordable housing?
2. Do you have experience analyzing property and portfolio financial performance?
3. Do you have experience providing reporting to governmental agencies and tax credit investors?