



Homeword

July 13, 2022

Dear Applicant:

Enclosed is a job description for your perusal, we encourage you to visit our website, www.homeword.org, to familiarize yourself with our organization.

The Asset Manager is a regular exempt full-time employee with the following compensation and benefits:

- Hiring range is \$48,000-\$65,000 annually (DOE)
- 100% of Employee Health Insurance Premium paid by Employer
- Short term disability, long term disability and Life/Accident insurance paid by employer
- Simple IRA plan with dollar for dollar matching up to 3% of compensation
- 4 weeks paid time off (PTO) per year
- 5 weeks PTO after 2 years employment
- 11 Paid Holidays throughout the year
- Great work environment

Eligible applications must include 1) a cover letter addressing the required qualifications set forth in the attached job description, 2) resume, 3) Homeword's employment application, and 4) three professional references. If you have any questions about the online packet please contact Kelsey Lappier at 532-4663 x10 or kelsey@homeword.org.

Priority deadline for applications is Monday, August 1st at 8:00 am MT. The position is open until filled.

Homeword is an Equal Employment Opportunity (EEO) employer. Women and people of color are strongly encouraged to apply and reasonable accommodations will be made for people with disabilities.

Applications may be faxed, emailed, mailed or delivered to:

Attn: Karissa Trujillo
Homeword, Inc.
1535 Liberty Lane, Suite #116A
Missoula, MT 59808
karissa@homeword.org
FAX # (406) 541-0239

Thank you for your interest!

Homeward, Inc.
Job Description
JOB TITLE: ASSET MANAGER (2022)

POSITION SUMMARY: This position is responsible for ensuring the asset and property management of Homeward's affordable rental properties. The Asset Manager oversees a portfolio of properties; will conduct review and financial analysis; schedule and execute site visits directly or coordinate with appropriate entities and work closely with respective partners and third-party property managers to ensure long-term viability of the assets. This position is also responsible for asset management goals, from development through the sale or disposition of the asset, to ensure all compliance requirements are met, properties adequately cash flow while also preserving the asset and resident satisfaction is achieved.

SUPERVISOR: Deputy Director

POSITION STATUS: Regular Full-time/Exempt

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field or comparable work experience
- 3 – 5 years' experience in property management, facilities management, accounting or related fields, or comparable work experience
- Strong financial analytic skills
- Computer skills using Windows-based software
- Ability to manage time, detailed work, and frequently changing priorities of a multi-faceted position within a fast-paced environment
- Ability to work with a diverse set of people such as development professionals, contractors, consultants, residents, and regulators
- Proactive communication and strong organizational skills for communication with partners, property management companies and other team members
- Valid Driver's License

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Real Estate, Accounting, Finance or other related subject, or comparable work experience
- Strong interest in and a commitment to the Homeward mission
- Familiarity with creating and managing budgets
- Experience working in affordable housing or community development fields

ADDITIONAL SKILLS AND OTHER REQUIREMENTS:

- Ability to maintain confidential information and respond appropriately
- Ability to be assertive and apply conflict management techniques
- Ability to successfully offer, accept and act on constructive criticism
- Ability to understand and work with complex situations and oversee detailed work
- Interest in working in a fast-paced environment
- Operates well in a team environment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Regular and predictable attendance is an essential duty and responsibility of this position. Employees are accountable for reliable attendance and meeting this position's essential function requirements as listed below.

PROJECT DEVELOPMENT AND MANAGEMENT

- Oversee a portfolio of affordable rental properties across the state, including Tax credit, HUD, Bond, and HOME properties
- Review and approve annual budgets for reasonableness upon submission by the management companies
- Analyze financial performance; monitor budgets (comparing to actuals). Monitor overall operational performance
- Review and approve Reserve withdrawals and track the balances in the Reserve accounts
- Develop a plan in conjunction with the other key partners or property management for watch list properties, monitoring effectiveness of the plan on a monthly or more frequent basis
- Proactively communicate with Asset Management Team regarding watchlist properties, solutions attempted and possible strategies
- Conduct all the required site visits. Concern properties must be visited more regularly
- Ascertain and work to resolve problems through collaboration with staff, partners, property managers, lenders, and governmental/regulatory entities
- Participate in portfolio review discussion within the department, stakeholders or management company
- Consults with team members and outside vendors to develop, implement and manage long-range capital needs assessments and plan improvements
- Creates and manages the creation of asset management plan for each property
- Supports leasing activities of commercial properties in conjunction with Homeward staff
- Oversee third-party Property Management Companies including policy enforcement, vendor management, implementation of Management Plan, annual certifications, RFP's, contract negotiations, monthly reports and special circumstances
- Meet regularly with Property Management to review property portfolio and key performance indicators to evaluate performance
- Evaluate the management companies' performance on a quarterly, annual or as needed basis
- Review site monitoring, inspections and compliance audits and follow-up as needed
- Oversee management of commercial tenants
- Build and maintain knowledge in order to remain in compliance with funding agencies and programs such as Montana Housing, Montana Department of Commerce, Housing and Urban Development, Low Income Housing Tax Credit (LIHTC), HOME Partnership funding, Montana Landlord Tenant Law, Fair Housing, etc.
- Assists in submitting necessary reports, as requested by various agencies and partners
- Monitors funding source requirements and compliance issues
- Oversee Property Manager during monitoring site visits and audits by various interested entities
- Provide feedback to the development team with analysis of actual performance compared with pro forma
- Coordinate/oversee lease-up of new projects with Property Management Company
- Consults on operational aspects for new projects and acquisitions of properties

- Partner with Development Team on rehabilitation/resyndication of existing portfolio and acquisitions
- Assist in design of future developments based on operational performance of portfolio, resident feedback, and Property Management feedback
- Strive to achieve resident satisfaction through communicating owner goals and coordination with Property Management company

ORGANIZATIONAL

- Assists and supports the Project Board committee
- Assists with development and implementation of Strategic Plan Goals and Objectives
- Supports fundraising and outreach efforts by providing property and other information for grants and fundraising and outreach activities

GENERAL RESPONSIBILITIES:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Work Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Workload Management** – Responds to urgent needs/issues in a timely manner; identifies and assists with resolving conflicting priorities; Identifies opportunities for workload capacity sharing (appropriate delegation).

LEVEL OF INDEPENDENT DISCRETION / CONSEQUENCE OF ACTIONS: This person, within the parameters of Homeward policies and procedures, exercises a moderate level of independence in decision-making. Significant errors in judgment may cause serious financial and /or legal repercussions for Homeward.

WORKING/ENVIRONMENTAL CONDITIONS: Most work occurs in normal work environment. Physical effort may be required to do the following: sitting, standing, walking, bending, reaching, transporting supplies, keyboarding, repetitive motion and operating electronic equipment.



1535 Liberty Lane, Suite 116A
 Missoula, MT 59808
 406-532-4663

Application for Employment

An Equal Opportunity Employer

Homeward

PERSONAL INFORMATION

Name (Last Name First)			Phone	
Present Address	Apt No	City	State	Zip Code
Permanent Address	Apt No	City	State	Zip Code
Email Address				

EQUAL EMPLOYMENT OPPORTUNITY – It is our policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical (including pregnancy) or mental disability, political belief, sexual orientation, gender identity or general expression, veteran status, on-the-job injuries, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

DESIRED EMPLOYMENT

Position		Date You Can Start		
Are you currently employed?	If so, may we inquire of your present employer?			
Have you ever applied to Homeward before?	When?	Who referred you to this position opening?		
<p>Criminal Record – (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and the gravity of the crime, the length of time since conviction and/or completion of any sentence and the nature of the job for which you have applied may be considered.)</p> <p>Have you ever been CONVICTED, PLED GUILTY, NO CONTEST or FORFEITED BOND, or BAIL for any crime other than a traffic violation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details as they pertain to relevancy to the position applying</p>				

EDUCATION

School Level	Name and Location of School	Years Attended	Graduate	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of Special Study or Research Work
Special Training
Special Skills

FORMER EMPLOYERS

List below your last three employers, starting with the most recent.

Name of Present or Last Employer			
Address	City	State	Zip Code
Starting Date	Leaving Date	Job Title	
May we contact your supervisor?	Name of Supervisor	Phone	
Description of Work			
Reason for Leaving			

Previous Employer			
Address	City	State	Zip Code
Starting Date	Leaving Date	Job Title	
May we contact your supervisor?	Name of Supervisor	Phone	
Description of Work			
Reason for Leaving			

Previous Employer			
Address	City	State	Zip Code
Starting Date	Leaving Date	Job Title	
May we contact your supervisor?	Name of Supervisor	Phone	
Description of Work			
Reason for Leaving			

I understand and agree to all of the following itmes: (1) Misrepresentation or omission of material information from my employment application and/or resume submitted to Homeword, Inc. may result in rejection of my application or, if hired, termination. (2) I am legally eligible for employment in the country in which the job is located(all new hires will be required to provide proof of eligibility upon hire.) (3) Nothing contained in my application for employment, or conveyed during any interview that may be granted, is intended to create a contract of employment with Homeword, Inc. (4) I authorize investigation of all statements contained herein and the references and employers listed herein to give you any and all information concerning my previous employment and any pertinert information they may have, personal or otherwise, and release the company for all liability for damage that may result from utilization of such information. (5) If offered employment, I agree to submit to a physical examination and authorize the physician or physicians assistant to disclose the results of that examination. I also agree to comply with Homeword's substance abuse program, including submission to pre-employment drug testing as may be required in certain job categories.

Signature:

Printed Name:

Date: