

Position Title: Director of Asset Management
Reports to: SVP of Housing Operations
Classification: Salaried, Exempt
Location: Christiansburg, VA



Job Summary

The Director of Asset Management leads and directs all functions of the Asset Management group. The Asset Management group is responsible for the long-term viability of properties owned and operated by Community Housing Partners and its affiliates. Asset Management (AM) evaluates and safeguards real estate investments where CHP has or will have financial exposure. This position reports to the SVP of Housing Operations. The Director of Asset Management works closely with the Property Management, Resident Services, Compliance and Finance departments and partners with the Energy Solutions department to identify, prioritize and implement strategies to address specific areas of concern or to capitalize on opportunities to improve financial return and deliver mission-specific objectives. The Director of Asset Management will also perform day-to-day asset management functions for a small portion of the Property Portfolio and will also be an integral part of a group that evaluates Acquisition, Disposition, Rehab and Development opportunities. Working hours may vary, but customary hours are Monday –Friday from 8:00 AM – 5:00 PM. Occasional overnight travel is required to support operations in various states/regions. The nature of the duties and the type of work being performed require a high degree of reliability and occasional evening and weekend hours as workload dictates.

Essential Duties & Responsibilities

- Lead the AM team (guide, mentor, coach) to develop leadership and financial analysis skills for acquisitions, dispositions and enhancing property operations
- Build relationships with key internal and external stakeholders and partners
- Collaborate with internal partners and Senior Leadership to develop and execute key strategies
- Champion and support the Operations Work Groups through leadership, collaboration, and team building
- Safeguard CHP real estate investments through loan covenants compliance, loss prevention programs, insurance coverage, long range capital and financial planning, and evaluation of the impact of changes in relevant laws and regulations
- Identify and implement process-improvement and technology-related initiatives that improve the operating efficiencies of the department
- Participate in the annual property budgeting process, analyze monthly financial reports and KPI's to identify trends; create reports as required
- Report property risk issues, including high watch properties, and recommend mitigation strategies to the Leadership Team
- Report status of CHP portfolio quarterly to the Housing Services Committee of the Board of Directors
- Identify properties for major Capex and Rehab projects; develop financing solutions and oversee management of the project
- Identify properties for redevelopment and recommend to the RE Development group
- Research and analyze acquisition opportunities
- Identify and oversee Refinance opportunities
- Occasional travel required to perform site visits and analysis of potential portfolio purchases and/or confirm compliance for existing capital ventures (up to 20% of time may be customary).
- Perform other essential functions as assigned.

Our Mission: To create homes and communities that are healthy, sustainable, and affordable.

Knowledge, Skills and Abilities

- Knowledge of real estate management, development, acquisition, and/or accounting and financial principles
- Knowledge of tax credit programs, HUD, USDA Rural Development, and various subsidy programs for affordable housing
- Must possess leadership skills around group facilitation and team building to develop consensus among a group of stakeholders with diverging perspectives and needs
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
- Must be highly motivated, able to work independently, solve problems, able to manage multiple high priorities and possess ability to communicate clearly and succinctly in a variety of settings and styles
- Expected to demonstrate strong ethics in interpersonal relations and work as an effective, collaborative team member
- Ability to build cohesive and productive relationships with internal and external stakeholders and partners

Education and/or Experience

- Bachelor's degree or equivalent required in Accounting, Finance or related field; Master's degree and/or CPA preferred
- Certifications in HUD Affordable Housing Management (AHM), USDA STAR (Spectrum Training Award Recipient), and/or Tax Credit certifications preferred
- 5-7 years accounting, housing, real estate, finance and/or property management experience required
- Excellent computer skills and thorough knowledge of MS Office applications required
- Valid driver's license and driving record consistent with current CHP insurability guidelines This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

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