



VICE PRESIDENT OF PORTFOLIO MANAGEMENT

Homes for America, based in Annapolis, Maryland, is a nonprofit organization which develops and owns affordable housing in Maryland, Pennsylvania, Delaware and Virginia. HFA's mission is to create and preserve affordable service-enriched housing for families, seniors, and persons with special needs. HFA has developed 81 communities with more than 6,500 apartments, with a current portfolio of approximately 5,000 units.

The Vice President of Portfolio Management is a key member of the senior leadership team and reports to the President & CEO. The position supervises a staff of four and a contract employee. Given HFA's expanding portfolio and busy pipeline, the position is integral to HFA's success by ensuring that properties are maintained in accordance with HFA's standards, providing high quality, sustainable, affordable housing for the long term.

Position responsibilities include:

- Planning and oversight of the fiscal and physical aspects of HFA's portfolio.
- Oversee third-party property management companies to ensure efficient, consistent and quality management of the properties.
- Oversee refinance and repositioning transactions including Year 15 exits as needed to improve property physical condition and strengthen property financial performance.
- Responsible for all aspects of financial performance of the properties, including approving annual operating budgets, reviewing HFA's risk rating analysis, monitoring occupancy, HAP renewals as applicable, and reviewing monthly financial performance.
- Closely collaborate with VP of Service Enhanced Housing to facilitate implementation of property level service programming and enhancement projects.
- Coordinate with the CFO on property audit reviews.
- Provide concise data on property performance to the CEO and provide regular reporting to the Board of Directors.
- Assist development staff with evaluation of new acquisition opportunities and oversee lease up of new pipeline projects, ensuring smooth transition from completion of development to portfolio management oversight.
- Represent HFA in conferences, workshops and industry panels relating to portfolio management.

Applicants must have at least seven years of experience in asset management, property management or real estate development, ideally in the affordable housing field in a leadership position. The applicant should demonstrate strong leadership skills and strategic thinking and be adept at problem solving. Attention to detail, an ability to work with a team, and a strong commitment to HFA's mission is required. A Bachelor or Master's degree in a related field is preferred.

HFA has competitive salaries and excellent benefits with offices overlooking the Annapolis harbor. The position is hybrid with the flexibility to work remotely up to 2 days per week. HFA is an equal opportunity employer.

Email cover letter with salary requirements and resume to Kenyatta Bush at Kenyatta@homesforamerica.org.