



Arlington Partnership
For Affordable Housing

DIRECTOR, ASSET MANAGER

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 18 communities and has developed over 2000 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

We have a great opportunity for a mission minded, experienced Director of Asset Management to join our team. The Director of Asset Management will oversee all asset management activities for APAH, ensuring the financial and physical well-being of the APAH portfolio of 2082 units (with an estimated 1000 additional units in the development pipeline), in multiple jurisdictions within the DC metropolitan region. You will take the lead on transactions, project management and special projects related to APAH's stabilized property portfolio while also taking overall responsibility for the performance of APAH's multi-family properties. The Director reports to the Chief Operating Officer.

This role is tasked with financial management, long term portfolio planning as well as regular oversight responsibilities. Specially, the Director of Asset Management will:

- Lead on-going financial monitoring and evaluation of property performance, particularly watchlist management, reviewing cash flow projections and reserve management
- Monitor all debt and equity financing requirements, including Section 42 LIHTC compliance
- Oversee annual budgeting process for each APAH property with property management (includes operating and capital budgets)
- Investigate and implement acquisition strategies for the exit or buyout of limited partnership interests in APAH's LIHTC properties at or before Year 15
- Identify and manage refinancing and repositioning opportunities across the portfolio
- Oversee the financial and physical condition of the properties and plan for long term ownership
- Evaluate and manage property management performance; bid out property management contracts periodically
- Manage tax capital account planning
- Regularly review energy use at properties and identify methods for improving energy efficiency
- Develop overall risk management strategies including insurance structuring, emergency preparedness, compliance and property management policies
- With the support of property management, plan and oversee large capital improvements, including selecting consultants and contractors, overseeing construction and monitoring budget
- Take the lead on development hand off, monitoring construction and lease up and assisting with financial close out as needed

- Participate in APAH's future development ventures and provide input on design, operating and other features of proposed new development projects
- Review internal reports and present them to internal stakeholders, including senior staff and the APAH board
- Supervise Asset Manager(s)

The ideal candidate has:

- A BS/BA degree PLUS 5 - 7 years of experience in asset management, real estate development, property management, architecture, engineering and/or construction project management.
- Strong financial and analytical skills, with experience in reviewing and preparing budgets and financial projections
- Experience with insurance and risk management
- Strong working knowledge of facilities issues, including property maintenance, construction, capital planning and systems management
- Able to read and comprehend legal documents, including loan documents, contracts and tax credit partnership agreements
- Extremely well-organized, with strong skills in time management. Self-starter, able to work independently and create own deadlines
- Prior experience in multi-family residential and/or affordable housing programs is a plus
- Effective oral and written communication skills
- Proficient with Microsoft Word, Excel, Outlook and Access

Salary and Benefits

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. This position has flexibility to work remotely 2-3 days per week. Our corporate office in Ballston has free parking.

**To apply, please submit your resume and cover letter to resumes@apah.org.
Resumes will be accepted until the position is filled.**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

For more information about APAH, please visit us at www.apah.org.