



Title: Assistant Asset Manager
Reports to: Director of Asset Management
Job Location: Office in Oakland, California / Remote work within California will be considered; Preferred within any of the following metropolitan areas: Los Angeles, Orange County, San Diego, San Francisco Bay area, or Capital Region

About Merritt Community Capital Corporation: Merritt is one of California's leading nonprofit affordable housing funders. We invest in affordable housing and people to build a stronger California. For more than 30 years we have been a trusted partner, investing more than \$1 billion creating over 10,000 affordable homes across California. We are dedicated to working with mission-aligned developers and funders to make the most challenging affordable housing projects possible, where everyone has a home in a community where they can thrive. We do this by offering terms that meet project needs today and foster preservation of affordability for tomorrow.

Position Overview: Merritt is seeking a mission-driven, detail oriented and collaborative Assistant Asset Manager to join our team. This position will support the operations of a growing portfolio of affordable housing assets across the State.

Essential Duties and Responsibilities:

- Support Management of the financial, operational, and compliance performance of Merritt's portfolio during the rehabilitation and compliance period of a project.
- Support onboarding activities of new projects. Activities may include site visits, lease up monitoring, LIHTC initial qualifying occupancy activities, and collect, review, process, and evaluate financial statements and follow up on variances as needed, completing required periodic project reports with accuracy.
- Support the design, review and implementation of department processes, policies, and making improvement recommendations wherever possible.
- Ensure the quality and accuracy of data in data management systems.
- Support integrity of internal documentation records and file structure implementation.
- Support periodic reporting activities by reviewing and compiling various financial information and property reports.
- Support the review and analysis of workout plans; and/or assists in the development and implementation of workout plans to resolve watchlist issues and maintain watchlist data.
- Support the collection, receipt and review of annual property insurance certificates of the Merritt portfolio.
- Coordinate and conduct site inspections of the Merritt portfolio.
- Gather information of federal, state, and local regulatory policies and perform analyses of regional and local economic and demographic trends within portfolio markets.
- As Merritt's liaison maintain a close relationship with developers in efforts to ensure project

economic and compliance performance is met and risks are mitigated.

- Undertake special projects or additional tasks assigned.

Ideal Candidate:

- BA/BS in real estate finance, economics, business, accounting, or related field.
- Has technical expertise to ensure the quality and accuracy of data, then process, design, and present it in ways to help make better decisions
- Strong experience with Excel.
- Collaborative team member who is highly motivated to produce high quality results.
- Passion to have a positive impact on the community and population served.
- Knowledge of multifamily real estate operations.
- Ability to analyze and solve complex problems and situations.
- Strong organization skills and detail oriented.
- Tax credit certification from recognized affiliation or willingness to obtain within first year of employment.

Physical Demands/Working Conditions:

- Willingness and ability to travel: Able to travel by air or car for project site inspections.
- Able to travel to corporate office as needed.
- Valid driver's license required, with own insurance.
- Able to climb stairs at communities during site visits.
- When visiting project sites, you may be exposed to varying environmental conditions (e.g. inclement weather, dirt, dust and other construction work site hazards).

Compensation: Merritt offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. The annual salary range for this position is **\$75,000 to \$90,000**. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest, and resume to isingh@merrittcap.org with the subject "Assistant Asset Manager Opportunity."

Merritt offers a collaborative culture with a passionate team focused on our mission. We provide excellent benefits, including medical, dental, vision, and life insurance; 10 sick days; 15 vacation days in 1st year, 20 days thereafter, plus 15 paid holidays; 401(k) with employer contribution; and performance bonuses.

Merritt provides equal employment opportunities to all employees. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age, sex, gender, sexual orientation, gender identity, gender expression, marital status, genetic information, disability status, protected military or veteran status or any other characteristic protected by law. Merritt is committed to creating a diverse, equitable, and inclusive workplace.