



Position Description

Position Title: Asset Manager

Department: Asset

Classification: Full-time Exempt

Supervisor: Senior Asset

The following statements are intended to describe the general nature and level of work required to be performed. This position description is not meant or intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Position Summary

The Asset Manager will assess CCSM properties to ensure they are financial sound and comply with contractual, regulatory, and statutory requirements. This person will collaborate with all departments including Property Management, Maintenance and Housing Development to ensure that CCSM protects its assets and optimizes property performance. Furthermore, the Asset Manager will stay abreast of industry trends and financial opportunities to position CCSM to be a sustainable organization and a leader in the field of community development.

Essential Position Responsibilities

- Utilize systems such as Yardi to enhance CCSM's real-time reporting and analytical capabilities.
- Develop reports and/or a dashboard to analyze the performance of CCSM's portfolio.
- Make presentations to CCSM Staff and Board.
- Monitor and validate compliance with regulatory agreements and funding requirements.
- Contribute to the resolution of operation issues or concerns, including the submittal of replacement and operating reserves for approvals and follow-thru for transfer of funds.
- Facilitate responses to government and/or lending agencies.
- Participate in the annual budgeting process for each property.
- Complete and monitor annual Welfare Tax Exemption preparation, filing, and follow through (billings)
- Create and implement plans for Limited Partners to exit properties financed with



Low Income Housing Tax Credits (LIHTC).

- Lead efforts to restructure the debt and equity on individual properties and pools of properties.
- Contribute to decisions regarding maximizing property cash flow and fees paid to CCSM.

Skills

- Multifamily experience in affordable housing development and/or property management.
- Detailed knowledge of and ability to interpret legal documents such as loan documents, limited partnership agreements, regulatory agreements and agreements for the provision of resident services.
- Yardi experience preferred
- Advanced Microsoft Excel skills required
- Able to render and act upon an opinion decisively and yet be flexible in eliciting other opinions
- Able to interact with all levels of organization, agencies, and tenants with the correct perspective ranging from prudence to compassion
- Excellent verbal, written and organizational skills
- Self-motivated and hard worker
- A team-player who is able to work independently

Education and Experience

- Bachelor's Degree preferred
- 5 years of relevant job experience preferred

Supervisory Responsibilities

No supervisory responsibility

Physical Requirements

This position requires the ability to sit and use office equipment and computers for the majority of the workday. Must be able to lift up to 10 pounds.

Work Environment

The essential responsibilities of this position are performed in a busy office environment. This position must be able to keep focused in an environment with many interruptions and distractions.

Travel Requirements

Occasional car travel, primarily in Santa Monica, to visit properties in the CCSM portfolio. Air travel to conferences and trainings will also be required

How to Apply

Please send your resume and cover letter to resumes@communitycorp.org



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All new hires must successfully pass a background check

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