



**Job Title:** Affordable Housing Asset Manager

**Reports To:** Chief Financial Officer

**FLSA Status:** Full-Time/Exempt

**Start Date:** ASAP

**Position Summary:**

**Who We Are:** We Stay/Nos Quedamos (NQ) is a non-profit community development organization committed to the collective self-determination of the people of Melrose Commons in the South Bronx. Our work respects, supports, and involves the community in plans and policies addressing long-term affordable housing, open space, environmental justice, and community renewal. Over our 30-year history, NQ has had an unprecedented impact on the transformative change of Melrose, a South Bronx neighborhood that was once seen as “disposable.”

NQ has served as an agent of change and leader in community-driven development. Recent successes include:

- The development of 2200 units of affordable housing, more than 400 new homeowners; and the addition of nearly 1 million square feet of commercial real estate space in the Melrose community
- LEED Silver certification for Neighborhood Development from the US Green Building Council; Melrose Commons was the first NYS neighborhood to receive the honor
- 1.6 acres, \$6.6M construction of Yolanda Garcia Park, providing new green space for Bronxites
- 30 years of organizing and advocacy for the preservation of open space, environmental health, and social justice
- Total investment value of over \$600,000,000 in Melrose

**Position Summary:** We Stay/Nos Quedamos (NQ) seeks an enterprising and dedicated individual as an Affordable Housing Asset Manager. Reporting to the Chief Financial Officer and working closely as a partner with the Chief Executive Officer (CEO). The Affordable Housing Asset Manager will be responsible for establishing and performing asset management duties related to the financial, physical and compliance health of the of NQ’s portfolio of 1,400 units of affordable housing in 20 buildings in the South Bronx. You will be an important strategic thought partner with an opportunity to contribute, be innovative at an exciting time at the organization. Your role will support the planning for future growth of the Asset Management department and will have the opportunity to eventually build out a team to manage. You will have a strong influence on the direction of NEWLY acquired portfolio, growth strategies, etc. Exciting position at an exciting time to make an impact!



### **Organizational Leadership**

- Play key role in establishing protocols and procedures for Asset Management division
- Strategic thought partner to support growth strategy, planning and forecasting
- Analysis and review-create and update asset management plans for each property – the big picture
- Quarterbacking—establish regular communications with internal and external parties
- Oversee the Property Management Company's work
- Management, escalating issues promptly

### **Financial**

- Play key role in building out policies and protocols for asset management division
- Reviewing past performance & projecting future budgets
- Monitor cash flow calculations, fees and incentives due owner from each property
- Update and maintain the REO schedule and schedule of maturing debt
- Select and monitor key third party contracts (e.g. auditor, insurance)
- Spearhead capital budgeting into annual operating budget process
- Performance Metrics to Monitor trends over time
- Gather and interpret key market data regularly to inform potential repositioning/refinancing/sales opportunities

### **Physical**

- Create agenda and lead regularly scheduled property manager meetings
- Evaluate/recommend strategies to enhance healthy living environments for residents (e.g. integrated pest management, smoke-free housing)
- Perform site visits quarterly
- Review budgets submitted by Property Managers
- Evaluate overall manager performance annually
- Establish green and energy efficiency goals and practices in new and existing properties

### **Compliance and Mission Alignment / Evaluation**

- Develop AM tools that would assist in effectively managing the portfolio (e.g., deal books, watch list, and dashboard reports)
- Create and monitor internal watch list; recommend corrective course of action
- Prepare Monthly board report (dashboard)
- Assure annual update of management plans
- Build strong working relationships with investors and stakeholders
- Assure timely delivery of audits and tax returns to investors/lenders

***Collaborate and engage with all parts of the organization as the key subject matter expert for all things Asset Management. Assist in other functions/duties as assigned.***

### **QUALIFICATIONS:**

- Bachelor's degree required, (Masters is a plus) in Real Estate, Business Administration, or Finance; or equivalent combination of education and experience



- 2+ years of direct experience in affordable housing compliance, financial analysis and capital needs planning preferably in NYC with experience with HPD, HDC, HCR.
- Experience managing a team is a plus as this role will grow over time.
- Strong quantitative, financial analysis and modeling (excel) skills.
- Familiarity and experience working with property management software
- Strong project management skills
- Ability to take charge, multi-task and prioritize appropriately in a constantly changing environment and act with a sense of urgency and accountability.
- Highly driven and values entrepreneurialism; works well within ambiguity.
- The ability to "think outside the box" and present ideas in a clear and concise manner
- Ability to effectively resolve financial and contractual issues and disputes
- Ability to develop positive and effective business relationships
- Strong oral and written English communication skill, Spanish speaking a plus
- Excellent negotiation skills, interpersonal skills, and organization skills

**COMPENSATION:**

Salary range \$90,000 to \$95,000 annually commensurate with experience Plus, a comprehensive list of benefits

- Medical, Dental and Vision
- Retirement Plan
- Generous Vacation, Holidays and more
- Flexible Spending Accounts

This is a full-time position M-F. This position is based in Bronx, NYC. We Stay/Nos Quedamos is *temporarily* working a hybrid remote/in-office work schedule. When a full in-person schedule resumes, candidates must be able to work onsite. Candidates must be able to work in a flexible schedule that includes evenings, weekends and occasional travel.

We Stay/Nos Quedamos (WS/NQ) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, protected veteran status, or any other basis protected by applicable law, and will not be discriminated against on the basis of disability.

We are looking for the most passionate people who want to join our team. Women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

**To apply:** send a resume and cover letter. We will only contact candidates being considered for interviews. No phone calls please. Applications will be accepted until the position is filled.

Send resume and cover letter to [HR@nosquedamos.org](mailto:HR@nosquedamos.org)