



**Title:** Senior Vice President, Affordable Housing Asset Management  
**Location:** 50 E. 168th Street, Bronx, NY 10452  
**Reports to:** President

### **About Us:**

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities of which residents can be proud. WHEDco's mission is to create and bridge access to resources in the South Bronx that support thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

### **Job Summary:**

The Senior Vice President of Affordable Housing Asset Management will join WHEDco's Executive Team with overall responsibility for the asset and physical plant management of WHEDco's three mixed-use affordable housing buildings. As part of this responsibility, the Senior Vice President leads the organization's Real Estate Department.

The ideal candidate will be a strategic partner to the Executive team and will model a culture that attracts and retains employees at all levels, as well as consistently demonstrating good judgment.

### **Responsibilities:**

#### **ASSET MANAGEMENT:**

- Measure and analyze the financial performance of all properties relative to budgets, and prepare performance reports for the Board of Directors and Executive Team, highlighting strengths and weaknesses and areas for improvement;
- Work with staff and third-party managers to generate and monitor operating and capital budgets for all properties;
- Review monthly, quarterly and annual property operating reports and financial statements and report to tax credit investors, joint venture partners and government agencies;



- Monitor and review the appropriate legal agreements and covenants to ensure:
  - Compliance with all LIHTC requirements,
  - Cash and reserve protocols are met,
  - Compliance reporting is completed, and agency inquiries are answered in a timely manner,
- Review and evaluate property and casualty insurance, and other insurance coverage across the portfolio and collaborate in risk management and minimization activities.
- Liaise with Controller and/or Assistant Controller to integrate real estate accounting and reporting into organization-wide systems. Serve as the main liaison to outside auditor of housing affiliates' fiscal policies and practices.

#### **PROPERTY MANAGEMENT:**

- Lead and support the WHEDco housing team, currently comprised of the Director of Real Estate and Project Manager, and two third-party property management companies;
- Provide leadership and oversight on capital projects throughout the portfolio, to ensure timely and cost-effective completion of projects including:
  - Creating budgets and timelines,
  - Overseeing architects and contractors,
  - Overseeing completion of the Bronx Music Hall
- Manage commercial leases and sub-leases;
- Manage the vendors providing building security and work to ensure ongoing security and safety at all buildings.

#### **OTHER KEY DUTIES:**

- Serve as the main liaison to the WHEDco Board Housing Committee.
- Assist with grant requests and budget documentation.
- Other duties as assigned.

#### **Qualifications:**

- Bachelor's degree with a focus in urban planning, real estate, finance or accounting; Master's degree preferred.
- A minimum of 10 years of related experience required, preferably in an organization



with significant government service contracts.

- Experience with government affordable housing programs and/or asset management experience is strongly preferred.
- Excellent financial modeling and quantitative analysis skills required.
- Exceptional communication and interpretive skills.
- A high level of integrity and emotional intelligence, along with strong interpersonal skills.
- Excellent and adaptive leadership skills, with the ability to work collaboratively with a diverse group of individuals.
- Experience managing and retaining high performing team members as well as providing professional development opportunities to promote individual, interpersonal, and organizational growth.
- Genuine interest and passion for WHEDco's mission.

Excellent benefits and competitive salary (\$150,000 - \$170,000) based on experience.

**To apply, please send a cover letter and resume to [recruitment@whedco.org](mailto:recruitment@whedco.org).** Please include "Senior Vice President" and your name in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.