

The Vecino Group, a mission driven, vertical integrated, real estate development company, is seeking an affordable housing Asset Manager looking to make a difference.

About the Position: The Asset Manager, will be responsible for managing a portfolio of approximately ten to twelve properties of the Company's nationwide Affordable multifamily properties as well as helping oversee the insurance program for the property portfolio. The position requires a highly motivated, detail-oriented individual with a solid asset management background in affordable housing including LIHTC, HOME, and RAD properties.

General duties will include:

- Responsibility for overall portfolio management and profitability
- Insurance tracking and negotiating
- Asset Management during entire period from pre-lease through long term operations
- Oversight of:
 - Lease Up and Marketing
 - 3rd Party Property Management Partners
 - Property Maintenance and Operations
 - Budgets and Financials
 - Insurance – G&L and Property
 - Compliance
 - Taxes
 - Reporting

Requirements:

- Thorough knowledge of affordable housing asset management, construction finance, real estate property management, and accounting
- LIHTC experience required
- Property insurance and insurance market experience
- An analytical approach with a results-oriented mindset
- Ability to think like an owner in all decision making
- Travel to properties across the nation will be required (approx. 15% travel)
- Strong interpersonal, written, and verbal communication skills
- Preferably located in the Central Texas region

Interested candidates can email their resume to: jgevertz@vecinogroup.com