

## **Affordable Housing Credit Asset Manager (LIHTC)**

Community Affordable Housing Equity Corporation (CAHEC) is currently seeking candidates for an Asset Manager. CAHEC is a non-profit tax-credit syndicator based in Raleigh, NC that helps develop and foster healthy neighborhoods by raising equity capital and investing in affordable rental housing and community revitalization. CAHEC also invests in the people living in the properties it helps finance through its innovative enrichment opportunities called Community Investments.

An Asset Manager is responsible for ensuring investors receive anticipated benefits associated with an assigned portfolio of multifamily real estate partnerships by proactively monitoring the investments' operational performance, compliance with Section 42 of the IRC, and regulations of other applicable housing programs, funding sources, and laws. An Asset Manager identifies performance concerns and works to resolve them, to maximize return on investments, prevent losses, and promote positive relations with investors and owner/managing partners. Timely communication of concerns and potential solutions to all stakeholders is essential in order to address portfolio matters as soon as possible. Successful portfolio management is accomplished by evaluating financial statements and other reports, inputting accurate and timely data, preparing and interpreting historical and trend analyses, and performing regulatory and physical site assessments.

Some specific functions include, but are not limited to, the following:

- Identify operational or regulatory issues and work to resolve them in order to maximize return on investments, prevent losses, and promote positive relations with investors, owners, and managing associates.
- Evaluate property financial and leasing reports, maintain accurate and timely data, prepare and interpret historical trends, perform site inspections, and maintain frequent verbal and written communication with all stakeholders.
- Participate in investment review meetings and provide technical assistance and support to the Acquisitions, Fund Management, and other CAHEC departments.

### **Education Requirement**

Bachelor's degree in business management, business administration, accounting, finance, real estate. Or, an equivalent combination of education and comparable work experience.

### **Work Experience**

Minimum of three (3) years of relevant multi-family residential real estate experience with a focus on the review and interpretation of property financial statements. Experience in the financial services industry is preferred.

### **Other Requirements**

Intermediate Excel and Word skills. Excellent analytical skills. Excellent verbal and written communication skills, coupled with the ability to maintain productive working relationships with all stakeholders. General knowledge of accounting, financing processes, and residential asset management best practices. Ability to collaborate in a team environment.

### **Work Environment**

This position is based out of CAHEC's corporate office in Raleigh, NC. Travel, typically by either commercial airline or automobile, is required for at least 25% of this position. Certain objectives require

working on-site at various locations, such as properties in CAHEC's investment portfolio, and some professional training opportunities may also require travel. CAHEC provides a hybrid work benefit arrangement that requires employees to be on-site for at least three (3) days a week.

**Compensation:** Commensurate with education, experience, and job performance. The position is classified as an exempt position.

**Benefits:** Competitive benefits package including company-matched 401(k) plan.

CAHEC is an Equal Opportunity Employer. For more information and how to apply: please visit [www.cahec.com/careers/](http://www.cahec.com/careers/).