

Mission Housing Development

Job Title: Asset Manager
Department: Asset Management Department
Reports to: Director of Asset Management
Job Status: Permanent, Full-time (40-hrs/week)
Compensation: DOE

About Our Organization:

Mission Housing Development Corporation develops high-quality, well-managed, affordable, sustainable homes and communities that promote the self-sufficiency of low and moderate income families, seniors, and persons with diverse needs. Mission Housing offers technical assistance to service providers to help them develop affordable housing that meets the needs of special populations.

Job Responsibilities:

Reporting to the Director of Asset Management, the Asset Manager will assist in overseeing and ensuring the financial and physical health of an affordable housing portfolio.

Responsibilities will include:

- Assist in the planning and implementation of property specific 'Master Plans'.
- Monitor and provide oversight of property management processes.
- Obtain and review property monthly financial and operating statements to ensure appropriate efficiency.
- Conduct regular property inspections, and assist appropriate governmental agencies with physical property and file inspections.
- Assist in the preparation of annual governmental reporting, and other compliance processes.
- Correspond and communicate with financial institutions such as lending agency and institution staff, limited partners and other investors.
- Produce quarterly, annual and other reports as required per loan, limited partnership and other governing loan and regulatory agreements.
- Assist Director of Asset Management in ensuring regulatory compliance of property portfolio.
- Assist in overseeing the annual property budgeting process, and annual audit review process.
- Engage relevant parties in financial workouts for properties with operational and cash flow challenges.
- Assist Director of Asset Management in implementing debt restructuring, recapitalization and resyndication processes as needed.
- Perform project management responsibilities as necessary, inclusive of budgeting, loan draws, loan conversion and construction-related support for development projects.

- Issue reports to, and participate in meetings with Mission Housing Executive staff and Board of Directors concerning confidential matters and MHDC policy discussions and decisions.
- Assist in the acquisition and disposition of organization's physical property assets.
- Assist with property-related litigation, settlements, etc.
- Additional responsibilities as assigned

Requirements:

To perform this job successfully, qualified applicants must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required.

- BA or graduate degree in finance or related field with 3-5 years of experience in real estate or finance or 7 years of related real estate experience.
- Ability to prepare financial feasibility analyses, conducts research, and prepares narrative reports and proposals.
- Strong analytical skills.
- Well developed management abilities.
- Good political instincts and judgment.
- Ability to work effectively with development professionals, public officials, and individuals of low and moderate incomes from multiple ethnic origins.
- Experience with or strong interest in non-profit, community-based organizations, commitment to the mission and goals of a Mission Housing Development Corporation.
- Strong computer skills, primarily on MS Office.
- Ability to work in a fast-moving, flexible environment.

Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations.

Mission housing Development Corporation is a drug free work place as required by the “Drug-Free Workplace Act of 1988”

Salary:

MHDC is an established leader in nonprofit housing. We offer a highly competitive salary and an excellent benefits package for employees and eligible dependents.

To Apply:

Please email resume and cover letter with salary requirements to ecrodriguez@missionhousing.org, via fax to 415-864-0378, or mail to:

Mission Housing Development Corporation

attn: Ellie Rodriguez

474 Valencia Street, Suite 280

San Francisco, CA 94103

