



JOB TITLE: Asset Manager

EMPLOYER: ReBUILD Metro, Inc.

DEPARTMENT: Asset Management

REPORTS TO: Controller

EFFECTIVE DATE: 11/10/2023

MISSION: The mission of ReBUILD Metro is to restore the history and prosperity of neighborhoods by rebuilding homes and fostering enduring community relationships. We work to ensure that everyone in the communities we serve has a decent and affordable home in a stable and safe environment.

SUMMARY: The Asset Manager at ReBUILD Metro, Inc. plays a pivotal role in maintaining the performance and compliance of the organization's affordable housing assets. This position requires a thorough understanding of affordable housing regulations, compliance protocols, and reporting duties. In this role, the Asset Manager collaborates closely with both internal and external stakeholders to ensure properties meet the highest standards and comply with regulatory requirements.

DUTIES AND RESPONSIBILITIES:

Compliance and Reporting

- Collaborate with the Compliance Manager to monitor affordable housing regulations and ensure asset compliance.
- Generate, review, and submit reports to local, state, and federal agencies in a timely manner.
- Conduct regular property inspections and implement corrective measures for any identified issues.
- Participate in ongoing compliance training and update property management teams on regulatory changes.
- Work with legal teams to resolve compliance-related disputes or inquiries.
- Provides ReBUILD Metro management with monthly analysis of self-managed portfolio performance and recommendations.

Property Oversight

- Partner with property managers to maintain properties, with an emphasis on affordable housing assets, to the highest standards.
- Oversee capital projects and expenditures to ensure alignment with budget and compliance requirements.
- Create and execute revenue-maximizing strategies within the framework of affordable housing regulations.

Relationship Management

- Cultivate strong relationships with third-party property managers, emphasizing transparent communication about affordable housing requirements.
- Liaise with external inspectors to ensure properties meet all regulatory standards.
- Engage with local communities to align property management strategies with community needs.
- Follow up on Yearly Cash Flow Payments from LIHTC projects in which ReBUILD Metro is a partner.



Asset Development and Sales

- Collaborate with the Controller to identify properties suitable for sale or redevelopment as affordable housing.
- Track the acquisition of subsidies and manage associated covenants and repayments.
- Work alongside sales team to expedite asset sales, confirming all regulatory requirements are met.

Administrative

- Reporting on unique aspects of affordable housing.
- Collaborate with finance and property management teams to draft budgets, financial forecasts, and projections related to property taxes and other expenses.
- Annual Update of the Asset Valuation and Debt Schedule for all rental projects REO
- Review Annual Audits for all rental projects for cash-flow payment analysis.

QUALIFICATIONS:

- Bachelor's degree in Real Estate, Business Administration, or related field.
- Extensive experience in asset management, specializing in affordable housing.
- Comprehensive knowledge of affordable housing regulations and reporting procedures.
- A proven track record in a compliance-focused housing or real estate environment.
- Advanced financial skills, including budgeting, forecasting, and financial analysis as they pertain to affordable housing.
- Affordable Housing Compliance Expertise
- Proficient in Reporting and Documentation
- Relationship Building
- Strategic Financial Analysis
- Project Management Skills
- Ethical Leadership and Integrity

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Occasionally exposure to outside weather conditions
- Occasionally exposure to extreme heat or cold (non-weather)
- While performing the duties of this job, the noise level in the work environment is usually moderate
- Occasionally required to lift/push/carry items less than 25 pounds
- Additional remarks regarding work environment This role routinely uses standard office equipment such as computers, calculator, telephones, photocopiers, filing cabinets and fax machines.

SALARY & BENEFITS:

ReBuild Metro provides a comprehensive benefits package including Medical, Dental, Vision, Life Insurance, 401(k) with company match, eleven (11) paid holidays and Paid Time Off (PTO).

HOW TO APPLY:

Submit resume and cover letter to: recruitment@rebuildmetro.com