

Asset Manager - Portfolio & Asset Management

ORGANIZATIONAL SUMMARY:

The District of Columbia Housing Finance Agency (DCHFA) was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment. The District of Columbia (DC) Housing Finance Agency is seeking qualified candidates for the position of Asset Manager in the Portfolio and Asset Management division.

POSITION SUMMARY:

The Compliance and Asset Management Department is responsible for managing the Agency's Multifamily portfolio of over one hundred and forty (140+) projects for compliance with terms of the loan agreement and the Agency's mission of affordability requirements. The Asset Manager manages the performance of their assigned portfolio, through monitoring the financial, physical and compliance risks of the projects. The Asset Manager will additionally manage client relationships by providing exceptional customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Monitor the Agency's Multifamily project portfolio for financial, compliance and property performance
- Conduct property inspections on Agency financed properties to determine property deficiencies
- Review and analyze financial and property operating statements for the Agency's portfolio
- Assess and identify asset performance including areas of risk; compliance with bond documents, regulatory requirements and non-compliance of agents and owners
- Create a plan of mitigating action for at risk properties and present solution(s) to senior management as needed
- Analyze the adequacy of capital budget and resources necessary for implementation of property maintenance
- Enforce compliance and violations of Federal and District of Columbia regulations of Housing, Low Income Housing Tax Credits (LIHTC) and real estate laws for all projects
- Conduct desk reviews, Management Operation Reviews (MORS), and Property Management Reviews of assigned Risk Share and Non-Risk Share projects
- Authorize owner dividends according to bond documents and based on project financial performance
- Authorize draws from Reserve for Replacement Account to replace items and capital needs in accordance with bond documents and contracts
- Act as primary contact and manage key relationships with property management and operating partners
- Participate on project teams to develop and evaluate existing programs and procedures to assure maximum efficiency and customer service
- Perform other duties as assigned

KNOWLEDGE AND QUALIFICATIONS:

- Bachelor's Degree in Real Estate, Business, or another related field from an accredited university or equivalent experience is required
- 2-4 years of experience in Real Estate, Asset Management or Property Management

- Certified Occupancy Specialist Certification a plus
- Knowledge of affordable housing, Low Income Housing Tax Credits, Tax Exempt Bond Programs and HUD Affordable Housing Programs
- Knowledge of building codes and maintenance and housing quality standards
- Expertise in Portfolio Management
- Understanding of federal, state, municipal code, regulations; contract law; and real estate law
- Must possess strong research, project management, organizational, analytical, and math/quantitative skills
- Projects
- Excellent communication skills: both verbal and written
- Must possess strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel

OTHER CHARACTERISTICS:

- Ability to work proactively and operate accurately and efficiently in a fast-paced environment with variable deadlines
- Ability to work independently as well as part of a team
- Maintain high ethical standards of integrity and quality
- Capable of performing other duties as assigned by management

TO APPLY: The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should apply at www.dchfa.org under the Employment Opportunities section. District of Columbia residents will be given a residency preference in the application process. The District of Columbia Housing Finance Agency is an Equal Opportunity Employer