



Position Title: Director, Portfolio & Asset Management
Location: Main Office
Reports To: COO
Classification: Exempt
Hours: Full Time, 40 hrs./week, Monday- Friday

Director, Portfolio & Asset Management (Arlington and Baltimore)

Company Overview:

AHC (Affordable Homes & Communities) is a mission-driven, non-profit organization dedicated to developing affordable, workforce, and mixed-income rental housing in the Virginia, Washington DC, and Baltimore regions. By taking a resident-centric approach, we strive to keep the best interests of our residents at the forefront of all we do. With over 8,000 apartment units in more than 50 communities, AHC's Resident Services team provides educational programs and social services to empower our residents for a brighter future.

We are actively seeking a dynamic and experienced individual, with a robust background in managing a diverse multifamily real estate portfolio and expertise in overseeing all aspects of ownership to join our Asset Management team in the role of Director, Portfolio, and Asset Management.

About the Team:

The Asset Management team at AHC is charged with strategically pursuing the organization's long-term goals: From working with our Development and Construction Teams in pre-development to the ultimate disposition of each asset. Asset Management operates with AHC's mission and strategic objectives at the forefront. This team oversees AHC's third-party property management partners, develops strategic plans, and continuously monitors and analyzes the performance of each individual asset and the entire portfolio.

Now is an exciting time to join our Asset Management team as we reinforce our current structure, implement best practices, and align our systems to uphold AHC's resident-centric commitment.

About the Job:

The Director of Portfolio and Asset Management will lead and oversee members of the Asset Management team, playing a pivotal role as the steward of AHC's property portfolio. This position serves as AHC's advocate, ensuring that properties operate at



peak efficiency in terms of finances, infrastructure, and customer service. The Director is responsible for upholding AHC's portfolio goals, adhering to regulatory and financial requirements, and implementing portfolio-wide strategies, policies, procedures, and technology initiatives. This leadership position collaborates with stakeholders across AHC, external capital and development partners, lenders, and property management providers.

Primary Responsibilities:

Supervisory Responsibilities:

1. Lead and oversee members of the Asset Management team, providing guidance and support to Asset Managers.
2. Participate in setting goals and priorities for the team, ensuring efficient property management and financial performance.
3. Foster a collaborative and high-performing team culture, including mentoring and professional development opportunities for team members.

Portfolio and Asset Management:

1. Participate in establish goals and priorities for the management of more than 50 properties, acting as the AHC's representative and overseeing progress.
2. Create a robust data collection system and provide timely monthly management reports to internal and external stakeholders.
3. Set performance targets for each property in line with approved budgets, evaluating past performance and forecasting future outcomes.
4. Collaborate closely with General Partners, lenders, regulatory agencies, and management companies to resolve issues and ensure compliance with stakeholder requirements.
5. Lead and oversee the property budgeting process, from preparation to approval and monitoring, aligned with AHC's objectives.
6. Evaluate property capital requirements in coordination with annual property inspections.
7. Manage property site visits, review property management systems, and offer recommendations as necessary.
8. Ensure timely compliance with investor, lender, and agency requirements.
9. Devise solutions for properties on the watch list.
10. Collaborate with Asset Managers on risk management issues.

Data Management and Reporting:



1. Oversee, prepare, or assist with internal and external reporting and processing, including occupancy, property valuations, insurance, property taxes, and cash management exercises.
2. Establish Key Performance Indicators (KPIs), compile monthly performance reports, analyze results, and use property information to guide the portfolio toward key objectives.

Planning and Risk Management:

1. Collaborate with internal and external customers and communicate project risks to appropriate leadership.
2. Develop action plans to mitigate risks and safeguard residents and investments.
3. Implement proactive strategies to identify and resolve operational, financial, and compliance issues and concerns.

Research and Forecasting:

1. Understand and monitor all aspects of property capital structures.
2. Identify opportunities for capital structure improvement through restructuring, refinancing, or repositioning of AHC's interests.

Compliance:

- Ensure all contracts with third-party vendors or service providers are approved in line with AHC policies and authority levels.

Minimum Requirements:

1. Bachelor's degree (minimum) (Master's degree preferred) in a relevant field or equivalent, with at least eight years of experience in multifamily real estate asset management, finance, or housing programs.
2. Strong negotiation and problem-solving skills while acting as AHC's representative.
3. Experience managing a portfolio of real estate ownership interests and sufficient expertise to independently manage multiple debt products, equity investments, private financing, and federal, state, and local government funding.
4. Working knowledge and experience of other affordable housing programs, particularly centered on HUD, public housing, and LIHTC.
5. Knowledge of partnership agreements, loan documents, and contracts.
6. Proficiency in financial analysis.
7. Willingness to work during peak budget periods.



8. Strong organizational and communication skills, with an ability to meet deadlines.
9. Effective, collaborative team leadership skills.
10. Willingness to travel regionally as needed to fulfill the position's goals.

How to Apply: For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org. Please specify your preferred region (Washington DC or Baltimore) for consideration.

Learn more about AHC by visiting our website at www.ahcinc.org.