



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

ASSET MANAGER (Arlington and Baltimore)

AHC Inc. is seeking qualified individuals with a strong background in managing a portfolio of real estate ownership and expertise in managing multiple debt products.

AHC is actively developing affordable, workforce and mixed-income rental housing in the Virginia, Washington DC, and Baltimore regions and currently owns over 8,000 apartment units at more than 50 communities. AHC's Resident Services team provides a wide array of educational programs and social services to help our residents build stronger futures.

AHC is a non-profit, mission-driven, resident-centric organization. We hire individuals who embrace these values and who want to work in a dynamic, diverse environment.

About the Team:

Asset Management is charged with the active and strategic pursuit of AHC's long-term goals, from the pre-development of each asset, or each AHC multifamily property, through its operating life and management, and, in some cases, its ultimate disposition. Asset Management makes all business decisions with AHC's mission and strategic goals in mind. Asset Management's roles include oversight of AHC Management and third-party property management companies managing AHC assets, development of a strategic plan expressed in property performance goals, and continuous monitoring and analysis. These responsibilities apply to each individual asset and to the portfolio.

This is an exciting time to join the Asset Management team as we are strengthening our current structure, implementing best practices, and ensuring that our systems support our resident-centric commitment at AHC.



About the Job:

The Asset Manager works with all levels of AHC, external capital and development partners, lenders, and property management providers. The Asset Manager is primarily responsible for being the owner of and subject matter expert for a portfolio of approximately 20 to 25 affordable and mixed-income housing communities in Virginia, DC, and Maryland. The Asset Manager monitors and ensures the optimization of portfolio performance with respect to physical and financial operations, including proactively identifying issues and implementing resolutions.

Primary Responsibilities:

Data Management and Reporting

- Oversee, prepare, or assist with internal and external reporting and processing as required by AHC management and policies, including occupancy, property valuations, insurance, property taxes, and cash management exercises.
- Establish KPIs, compile monthly performance reports, analyze results and use all property information to guide the property towards key objectives.

Site and Financial Monitoring

- Analyze and develop the property level financial and operating metrics, as well as monitor the physical performance of the portfolio in collaboration with property management, development, construction, compliance, and resident services teams.
- Review and approve annual operating budgets, capital expenditure plans, and all non-routine expenditures.
- Conduct site visits, monitor property management systems and correspondence in line with AHC policy and as specified in investment and lender advisory agreements.

Planning and Risk Management

- Collaborate with external and internal customers and communicate issues that may place a project at risk to appropriate leadership in Asset Management. Develop action plans to help mitigate any risks and protect the residents and investments.



- Develop and implement proactive strategies to identify and resolve operational, financial, and compliance issues and concerns.

Research and Forecasting

- Abstract, understand, and monitor all aspects of the property capital structures including loan, equity, and tax credit terms and covenants.
- Identify opportunities for capital structure improvement through restructure, refinance or repositioning of owners' 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 or equivalent required, preferably in Business Management, Accounting or Finance.
2. Three plus years multifamily real estate management, finance, accounting and/or asset management experience.
3. Two plus years affordable housing, real estate asset management, property management, or housing development experience.
4. Experience managing a portfolio of real estate ownership interests and sufficient expertise and knowledge to independently manage multiple debt products, equity investments, private financing, and federal, state, and local government funding.
5. Working knowledge and experience of other affordable housing programs centered on HUD, public housing and other programs that support affordable housing. LIHTC knowledge gained from asset management, operations or development is required.

Working at AHC:

AHC has a Hybrid Work Schedule with staff working onsite on our core days (Monday, Tuesday, and Thursday). Staff may work remotely on Wednesday and Friday.



AHC is committed to promoting Equity in our work. Systemic inequity is a reality. As such, central to our mission is that we address it in whom we hire, how we engage with the community, and with whom we partner. We strive to advance initiatives that promote more equitable access to resources for residents and neighborhoods served by AHC, and we will accelerate our mission by advancing diversity, equity and inclusion among our industry peers and business partners.

How to Apply:

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org. Please include a cover letter when applying.

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