



Job Title: Asset Management Associate

Locations: Washington DC 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, enthusiastic learner, with a mission oriented interest in affordable housing and community development to join our Asset Management team in the role of Asset Management Associate.

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 Asset Management Associate role is broadly defined at AHC and is designed for someone looking to enter the affordable housing space, develop and strengthen skills, and provide a pathway for promotion to Asset Manager or other opportunities within our organization. The selected individual will work closely with colleagues, assisting with the full range of tasks associated with the asset management process as the responsible department for ownership management. Those tasks may include assisting in deal structuring, closing, construction/lease up management, property management oversight, working with deal and portfolio documents, enforcing asset management policies and procedures, budgeting, financial review as well as other aspects of ownership, financing, and disposition.

Primary Responsibilities:

1. Conduct research, maintain deal and portfolio asset data and KPIs.
2. Complete analytical tasks required by the asset management team required to assess deal and portfolio operating performance.
3. Responds to requests for information about deal and portfolio data.
4. Create presentation materials for a variety of audiences including property management partners, internal colleagues, etc.

Asset Management Associate

5. Support colleagues working with the team's organizational systems, including some administrative tasks.
6. Work with internal and external colleagues across departments including resident services and development, construction management and property management.

Minimum Requirements:

1. A Bachelor's degree in a related field (urban planning, real estate, public policy, architecture, business or finance preferred);
2. A strong work ethic coupled with intense curiosity and creativity.
3. The desire to take initiative and problem solve while working well within a team environment.
4. The ability to juggle multiple complex projects.
5. Affinity for quantitative analysis, financial analysis and modeling experience preferred.
6. Strong interest in affordable housing and a passion for creating positive change.
7. Knowledge of federal, state, and local housing programs is a plus.
8. Excellent oral, written, interpersonal and time management skills.

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 specify your preferred region (Arlington, VA or Baltimore, MD) for consideration.

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