



Arlington Partnership  
For Affordable Housing

## **ASSET MANAGER**

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence, and impact. APAH owns 18 communities and has developed over 2000 apartments, with an additional 700+ apartments under construction or in development throughout the DC metro area.

The Asset Manager will ensure the financial and physical well-being of the APAH portfolio of 1,813 units (with an estimated 1,000 additional units in the development pipeline), in multiple jurisdictions. Primary financial responsibilities include reviewing monthly financial and income statements for all 19 properties, reviewing annual property budgets, reviewing real estate assessments, property insurance for the portfolio, and ensuring funder and LIHTC program compliance. Primary operational responsibilities include, in collaboration with Senior Asset Manager, pro-actively supervising the property management team, reviewing capital needs, overseeing implementation of capital improvements, and providing input to the development team on operations and systems.

### **Key position responsibilities include:**

- Research cost-effective means to optimize revenues and reduce operating costs, maintenance, and real estate taxes.
- Oversee APAH's portfolio and the work of the third-party property management firm to ensure consistent, efficient, and quality management at all properties.
- Participate in APAH's future development ventures and provide design guidance to development staff.
- Oversee the physical condition of the properties and plan for long term ownership.
- Perform regular property and unit inspections.
- Troubleshoot facility challenges, supervise consultants, and plan for capital improvements.
- Review and analyze monthly financial reports for all APAH properties.
- Manage the annual budgeting process with property management with the Senior Asset Manager
- Manage the annual insurance renewal process for the portfolio under guidance of Senior Asset Manager
- Work collaboratively with the Senior Asset Manager to review and appeal annual real estate tax assessments and appeals.
- Monitor all debt and equity financing requirements, including Section 42 LIHTC compliance.
- Other special projects as needed
- Long-term strategic goals

**The ideal candidate will possess knowledge, skills and abilities consistent with the following:**

- Strong working knowledge of facilities issues, including property maintenance, construction, capital planning and systems management.
- Strong financial and analytical skills, with training and/or experience in reviewing and preparing budgets and financial projections.
- Able to read and comprehend legal documents, including loan documents, contracts and tax credit partnership agreements.
- Extremely well-organized, with strong skills in time management. Self-starter, able to work independently and create own deadlines.
- Effective oral and written communication skills.
- Proficient with Microsoft Word, Excel, Outlook and Access

### **Education and Experience Requirement**

- BA/BS degree required, preferably in construction supervision, architecture or engineering, real estate, or business. Master's degree a plus.
- Minimum 2-5 years of experience in asset management, real estate development, property management, architecture, engineering and/or construction project management.
- Knowledge of affordable housing programs preferred.
- Appreciation for the mission of the organization a must.

### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. Our corporate office in Ballston has free parking.

**To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org).  
Resumes will be accepted until the position is filled.**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

For more information about APAH, please visit us at [www.apah.org](http://www.apah.org).