



ASSET MANAGER

Reports to: Director of Asset Management

Status: Full-time, Exempt

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 22 communities and has developed more than 2,600 apartments, with an additional 1,500+ apartments under construction or in development throughout the region.

We have an exciting opportunity for a mission minded Asset Manager to join our Team. The Asset Manager is tasked with ensuring the financial and physical well-being of a portion of the APAH portfolio. Your primary financial responsibilities include reviewing monthly financial and income statements for your assigned properties, reviewing annual property budgets and real estate assessments, and ensuring funder and LIHTC program compliance. This role also executes operational responsibilities, under the supervision of Director of Asset Management, including pro-actively overseeing the property management team, reviewing capital needs, overseeing implementation of capital improvements, managing property insurance for the portfolio, and performing regular property inspections.

In addition to the regular oversight responsibilities this role is also tasked with:

- Researching cost-effective means to optimize revenues and reduce operating costs, maintenance, and real estate taxes
- Overseeing the work of the third-party property management firm to ensure consistent, efficient, and quality management at all properties
- Performing regular property and unit inspections to oversee the physical condition of the properties and plan for long term ownership and
- Troubleshooting facility challenges, supervising consultants, and planning for capital improvements.
- Incorporating resident feedback into operational oversight and decisions.

If you love the challenge of integrating sound financial management with asset oversight AND have experience in the construction or real estate industry we would love to talk to you.

The ideal candidate has:

- A BS/BA degree PLUS 3-5 years of experience in asset management, real estate development, property management, architecture, engineering and/or construction project management.
- Strong financial and analytical skills
- Compliance experience with Low-Income Housing Tax Credit and HUD preferred

- Ability to read and comprehend legal documents, including loan documents, contracts and tax credit partnership agreements.
- Strong working knowledge of construction, capital planning and systems management a plus.
- Extremely well-organized, with strong skills in time management. Self-starter, able to work independently and create own deadlines.

Expected Hours of Work This is a full-time, exempt position. Typical work days are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required.

Salary and Benefits

Salary band for this position starts at \$99,200 annually. Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Remote work up to 50% of the time is available. Our corporate office in Ballston features free parking.

Equal Opportunity Employment

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.

APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAH, visit our website at apah.org. To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.