



JOB DESCRIPTION

Job Title:	Asset Manager/Senior Asset Manager
Department:	Real Estate
Status/Classification:	Fulltime, Exempt
Supervisor(s):	Director of Real Estate Development
Salary Range DOE:	\$75,000 - \$92,000

Mission Statement

SFHDC builds racial and economic equity in low- and moderate-income communities of color in the Bayview-Hunters Point neighborhood and across San Francisco through the production and preservation of affordable housing, creating pathways for financial empowerment, generating community and economic development, and providing high-quality supportive services. Through our four core programs (housing development, financial empowerment, supportive services, and economic development), we envision a San Francisco where healthy and safe housing is a human right, where all residents see a vibrant future in their neighborhoods, and where all individuals are connected to opportunities to thrive economically, physically, and emotionally.

The Real Estate Department develops and preserves affordable housing for low- and moderate-income families and seniors in San Francisco and integrates the SFHDC mission and services into all its projects.

Job Description

San Francisco Housing Development Corporation is looking for a candidate to manage SFHDC's growing real estate assets and fulfill SFHDC's long term vision of building resilient and accessible communities where all residents see a vibrant future in their neighborhoods, and where all individuals are connected to opportunities to thrive economically, physically, and emotionally.

The Asset Manager/Senior Asset manager will be responsible for planning and monitoring the operational and financial performance of the SFHDC's portfolio, benchmarking joint venture partner and funder relationships, tracking the physical condition and program compliance of properties. This position will work closely with the Director of Real Estate to identify and implement long term strategies to improve property performance to meet organizational objectives for asset building, sustainability, community and economic development.

Essential Responsibilities

- Closely monitor and consistently report on the operational and financial performance of the portfolio of properties relative to budgets as well as development proformas.
 - Review budgets to ensure properties are meeting affordability, operating expense per unit, reserve funding, and surplus cash distribution goals as required under all agreements or regulations.
 - Review and analyze property operating financial statements on a monthly basis.
 - Review annual audit and tax filings and respond to auditor questions.
 - Ensure that all properties are operating in compliance with funder, investor, and regulatory agency requirements.
 - Conduct annual inspections of the portfolio.
 - Works with project managers to create accurate pro forma financials and long-term financial plans for new properties.
 - Review and approve annual property budgets. Prepare budgets for smaller properties.
 - Review monthly operating statements.
 - Review tax returns and audits for portfolio properties.
- Responsible for representing owner's operation interests in joint venture partnerships with development project manager staff.
- Responsible for third party property management relationships and monitoring the performance of the properties they manage. Will review budgets, financials and audits and seek improvements to be in line with projections and owners objectives.
- Identify and manage risks related to the real estate portfolio.
 - Prepare financial evaluation and recommendation for any portfolio-wide initiatives, including development pro-forma budgets, benchmarking and utility analysis.
 - Manage partnership agreements, financing documents, regulatory agreements, tax returns and other sources to determine ownership objectives.
 - Provide constructive input to property management when adverse performance trends arise and actively participate in developing corrective management plans.
- Respond to various requests for information from Regulatory Agencies, lenders and investment partners.
- Coordinate and monitor timely and accurate completion of Property Tax Welfare Exemptions.
- Coordinate transition from development to operations including document transition, creation of property binders, regulatory compliance, budgeting, LP payment and 8609 processing.
- Perform other assignments and duties as assigned.
- Strong experience in affordable housing and/or multi-family residential, commercial with non-profit and small business real estate finance preferred.
- Ability to prepare complex financial feasibility analyses, conduct research, and prepare narrative reports and proposals, specifically budget to actual statements, balance sheet, trial and balance sheets, and ability to prepare multi-year cash flow projections.
- Strong ability to independently interpret and analyze the business terms included in legal documents and financial projections.
- Commitment to providing long-term affordable housing and to the concept of organizing low-income people to stabilize communities and create social change.
- Ability to understand and analyze complex financial statements.
- Ability to understand real estate, legal documents, and basic business terms.

- General understanding of physical performance of buildings is ideal.
- Proven ability to develop and maintain cooperative relationships with individuals from diverse backgrounds, including board members, public sector staff and officials, representatives of other nonprofit organizations, vendors, and people from low-income households.
- Strong proficiency in using MS Office Word, Excel and Outlook and accounting software.
- Commitment to green-building and sustainable policies and practices.
- Superior verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently as well as in a team environment.
- Ability to anticipate needs, risks and problems and to act proactively.
- Capability to analyze complex problems, while being flexible.
- Willingness and ability to attend occasional evening and weekend meetings and events.

Minimum Qualifications for Asset Manager

- A bachelor's degree and one (1) or more years of experience in affordable housing or real estate development, accounting, business, economics or a related field; OR three (3) years affordable housing or real estate development, accounting, economics or a related field; OR a master's degree in accounting, finance, real estate, urban planning, architecture, business, economics, law, public policy or a related field.

Minimum Qualifications for Senior Asset Manager

- Senior Asset Manager will have 5 years of experience or more in finance, business administration, accounting, construction management or related field.

Preferred Qualifications

- Professional experience working collaboratively with low-income families.
- Experience with public agency and nonprofit partners.
- Basic bilingual communication in any of the following: Spanish, Samoan, Mandarin, Cantonese.
- Proven ability to work independently, effectively as an individual and part of the team.
- Experience with private and public debt financing for affordable housing.
- Exposure to design issues and construction materials and methods.

Work Environment

Majority of time spent in a professional office environment and requires frequent operation of a computer(s), laptops, printers and other standard office equipment.. Work is typically in an office setting and involves frequent walking, standing, leaning, bending, as well as frequent contact with outside service providers, private housing providers, community partners, foundations, government agencies and the public in our office or at other offices. Requires regular interaction with clients and residents of diverse socio-economic backgrounds. Requires attendance at resident meetings and site visits that may involve walking up and down various terrain and/or stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some evenings and weekends may be required, particularly to attend board meetings, community meetings, and public meetings regarding projects. Must be able to work evenings and weekends as needed.

Travel Requirements

Must be able to travel to community or resident locations within a 30 mile radius of the work site. Requires possession of a valid driver's license issued by the State of California, with a driving record acceptable to SFHDC's insurance providers. Regular work in the field may require use of personal automobile, for which the use is reimbursed per company policy.

Physical Requirements

While performing the duties of the job, the employee is regularly required to sit, speak and hear. Requires frequent use of a keyboard, computer monitor, and phone. Must be able to communicate clearly, both verbally and in writing. Must be able to lift up to twenty (20) pounds occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation & Benefits

Salary range is \$75,000 to \$90,000. SFHDC offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time.

SFHDC is an Equal Opportunity Employer

SFHDC is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

Application Process

Applicants should email a resume, cover letter, Employment Application, and two references to HR@sfhdc.org with the subject line: Asset Manager.

Application deadline is January 30, 2020. This position is open until filled.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

*The San Francisco Housing Development Corporation
is an Equal Opportunity Employer/Drug Free Workplace*

Please No Telephone Calls or Unannounced Visits