



## Asset Manager

**POSITION TYPE:** Full time, exempt, St. Louis, MO

**REPORTS TO:** Executive Director

Rise Community Development (Rise) is seeking a focused individual with a desire to support the provision of high-quality affordable housing for the role of Asset Manager. This managerial-level position provides strategic oversight and guidance to Rise's real estate portfolio; ensures that Rise is a responsible property owner; the portfolio is performing optimally; works with third party fee managers to assure that homes are clean, safe, and well-maintained; and residents' time in a Rise home leads to positive outcomes for their household.

### WHO WE ARE

Rise partners with communities to build stronger, more equitable St. Louis area neighborhoods. With a focus on sustainable success, we strive to create stronger communities and more desirable places to live. Rise acts as a resource and partner to the community. We bring together nonprofits, financial institutions, and government to make successful neighborhood revitalization possible.

### JOB DESCRIPTION

This position requires strategic thinking and problem-solving capacities, excellent communications skills, accurate and timely reporting, detail orientation, excellent follow-up skills, and a mindset of "getting things done." The Asset Manager will be surrounded by a strong team but will ultimately be the person ensuring all responsible partners are performing their duties as it relates to property operations. The Asset Manager must have the ability to maintain clarity, a strategic vision, and the ability to take action amidst a range of competing and urgent priorities. Most importantly, the Asset Manager must maintain a person-centered approach and never lose sight of Rise's mission to improve the lives of its residents.

### SPECIFIC RESPONSIBILITIES

- Review property financial reports and work with property manager to ensure efficient operations and maximize resident satisfaction
- Work with property management companies to establish practices and policies that produce functionally full occupancy, professional maintenance standards, and timely evaluation of operating expense
- Provide quarterly reporting to Rise's CFO and Asset Management Committee, and more regular reporting as may be warranted
- Work closely with our property management companies to review, assess and make recommendations regarding regular operations and maintenance
- Review, approve and ensure implementation of capital improvements
- Routinely conduct site visits of all property in under Rise asset management



- Assist in negotiating third party contracts
- Assist in the coordination of third-party supportive services staff to ensure resident needs are being met
- Assist Rise staff and Supportive Service partners to regularly assess resident needs and proactively plan for additional or new resident services
- Work closely with third party property managers, leasing agents, investors, lenders and Rise's Asset Management Committee to provide direction for and oversight of business plans, budgets, forecasts, leases, analysis and approvals
- Review, approve and monitor all annual operating budgets
- Work with property management to assure compliance with all reporting requirements for Rise's board, lenders, trustees and investors
- Oversee and recommend reserve policies and practices
- Assist in the strategic planning of longer-term disposition of property including refinancing, re-syndication, sale or transfer
- Develop and implement strategy to better evaluate distributable cash opportunity and assure the same
- Provide asset management expertise to development staff during the due diligence phase of project development, including review of operating expense assumptions
- Assure compliance with federal affordability requirements, fair housing, lease criteria
- Participate in transition from construction completion to stabilize operations
- Assist in the preparation of funding applications with specific attention to coordination supportive service plans for new developments

#### **EDUCATION AND QUALIFICATION PREFERENCES**

- Bachelor's Degree (or comparable work experience)
- Minimum 8 years' experience with asset management, affordable housing, property management and resident services, and/or maintenance/capital improvement
- Strong attention to detail and analytical skills and self-starter
- Competent with Microsoft Office and Excel
- Comfortable with cloud-based project management tools
- LIHTC compliance certified (HCCP, C3P or similar)
- Familiar with MHDC and IHDA asset management portals (AMRS or similar) and standard industry property management software including Yardi and OneSite
- Ability to communicate openly to solve challenges in a collaborative way



## COMPENSATION

- Salary range of \$70,000 - \$85,000 based on experience
- Competitive benefits package including vacation and sick time, full health insurance, paid leave and 401(k).

## LOCATION

This position is based at our primary office located at 1627 Washington Ave., St. Louis MO 63103. Parking in a secured lot is provided. Off-site/remote work may be necessary/permitted due to Covid-19 protocol. Occasional travel may be necessary, though infrequent. Access to a vehicle for property site visits will be required on a regular basis.

## TO APPLY:

Send resume in digital format (.doc or .pdf) and response to the following prompt (no cover letters, please) to: [jobs@risestl.org](mailto:jobs@risestl.org), with "Asset Manager" in the subject line. Submissions accepted until February 15, 2022 or until position is filled.

*Application Prompt – please limit response to no more than 300 words*

Ensuring all people have access to safe and quality affordable housing is important to me because:

*Rise is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, gender, gender identification, sexual orientation, national origin, disability, age, or any other characteristic protected by law.*