



## **Real Estate Asset Manager**

**Position title:** Real Estate Asset Manager

**Reports to:** Executive Vice President, Real Estate

**Classification:** Exempt, Full-Time

### **About Us**

Ohio Community Development Finance Fund ("Finance Fund") is a mission-driven nonprofit organization that drives capital, real estate development, and other resources to low- and moderate-income communities to improve quality of life.

Finance Fund is a leading organization in affordable housing development, construction, and maintenance. We are committed to creating sustainable, quality housing solutions for low-income communities through the Low-Income Housing Tax Credit (LIHTC) program and other non-LIHTC subsidy programs. Our team is passionate about making a positive impact on communities and we are looking for a dedicated Real Estate Asset Manager ("Asset Manager") to join us in this mission.

### **Position Overview**

The Asset Manager will oversee the performance and compliance of a portfolio of our affordable housing properties. This role involves monitoring financial performance, ensuring regulatory compliance, and enhancing property operations to maximize value and sustainability. The ideal candidate will have a strong understanding of the LIHTC program, experience in real estate asset management, and a passion for affordable housing.

### **Key Responsibilities**

- **Portfolio Management:** Oversee a diverse portfolio of LIHTC properties, ensuring financial health and regulatory compliance.
- **Financial Analysis:** Conduct regular financial reviews, including operating budgets, cash flow analysis, and variance reports; develop strategies to enhance property performance.
- **Compliance Monitoring:** Ensure properties meet all LIHTC program requirements, including tenant eligibility, income certifications, and reporting obligations.
- **Collaboration:** Work closely with property management teams to address operational issues, improve tenant satisfaction, and implement best practices.



- **Reporting:** Prepare and present comprehensive reports on property performance, compliance status, and financial metrics to senior management and stakeholders.
- **Market Research:** Stay informed about market trends, rental rates, and competition to inform asset strategies and recommendations.
- **Stakeholder Engagement:** Maintain strong relationships with investors, developers, and regulatory agencies to ensure alignment on goals and expectations.

## **Qualifications**

- Bachelor's degree in finance, real estate, business administration, or a related field; Master's degree preferred.
- 3+ years of experience in asset management within the LIHTC or affordable housing sector.
- In-depth knowledge of LIHTC regulations and compliance requirements.
- Strong financial acumen with experience in budgeting, forecasting, and financial reporting.
- Excellent analytical, problem-solving, and organizational skills.
- Strong interpersonal and communication skills, with the ability to work collaboratively across teams.
- Proficiency in property management software and Microsoft Office Suite (Excel, Word, PowerPoint).

## **Application Process**

Interested candidates should submit their resume and a cover letter outlining their relevant experience to [sberry@financefund.org](mailto:sberry@financefund.org).

Finance Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

