



Affordable Housing Asset Manager
Job Posting

Title: Affordable Housing Asset Manager
Status: Non-exempt; part-time (15-20 hours/week)
Start Date: Anticipated 5/1/2024
Location: Greenville, South Carolina

Organization Description

Greenville Housing Fund is a non-profit organization founded in 2018, with the mission to increase the availability of high-quality, affordable rental and homeownership opportunities across Greenville County. We engage and encourage the broader community to advocate for more affordable places to live; we make investments in affordable housing development through financing and funding programs; and we acquire land for future development. More information about GHF can be found at www.greenvillehousingfund.com.

Position Overview

This newly-created, part-time position will support financial and operating performance at GHF’s portfolio of affordable multi-family properties. Our current portfolio consists of two stably operating properties and two additional properties under construction, all located within 30 miles of downtown Greenville. The Asset Manager will assess key property performance indicators, review financial statements and analyze variances, perform limited financial modeling to produce cash flow projections, and will serve as GHF’s representative in communicating with and monitoring the performance of third-party property managers in carrying out operational functions at each property. The position will report to the Vice President of Real Estate and Capital Markets.

Essential Duties

Weekly/Monthly

- Reviews monthly property operating reports, including financial statements. Monitors performance relative to budgeting, including capital spending, and utilizes findings to identify operational and/or financial issues at property.
- Meets with property management teams monthly at the property to ensure alignment on business plan and understanding of market conditions and, when needed, recommends alternate strategies to achieve operational success.
- Compiles and regularly tracks key fundamentals (e.g., occupancy, retention, and pricing) for each property in the GHF portfolio, and identifies areas where performance could be improved.
- Monitors lease expirations, debt maturities, debt covenants, major tenant exposures, property tax and insurance deadlines, and similar metrics.

Less Frequently than Monthly

- Reviews and assesses (including comparison to historical performance) annual detailed property budgets and forecasts prepared by third-party property managers, identifies departures from the original budget and suggests means of improvement, including providing feedback on

affordable housing-related compliance items, such as Safe Harbor provisions, through work with third-party property management teams at each property.

- Reviews third-party vendor bids and identifies best vendor to hire onsite.
- Creates and assumes ownership of models for purposes of hold vs. sell analysis and annual corporate deliverables, including budgets, long-term strategic planning, re-underwriting, and valuation.
- Leads or participates in special projects as assigned, including coordinating renovation projects onsite with assistance from Builder, GC and/or Construction Management vendor.

Qualifications (Knowledge, Specific Skills, Abilities)

- Demonstrated proficiency in Microsoft Office Suite software and applications, especially Excel
- Clear and effective writing and speaking skills
- Proven ability to read and draw conclusions from financial reports, including the income statement, balance sheet, and statement of cash flows
- Ability to define problems, research and establish facts, and draft and outline solutions
- High standards for accuracy and completeness; exceptional organizational skills
- Ability to multi-task, self-direct, and prioritize to meet firm deadlines
- Strong work ethic, sense of ownership of work product and outputs
- Thorough understanding of key metrics such as DCF, IRR, NPV, NOI, cap rates, etc.

Education and Experience

- Bachelor's degree in accounting, finance, business, or related field is required.
- Five years of related experience in accounting, financial analysis, and/or financial modeling.
- Demonstrated prior experience working in affordable housing field.
- No specific licensures required, although certain relevant certifications may be a plus.

Working Conditions and Physical Requirements

This job will be performed primarily indoors in a traditional office setting, with some automobile travel to portfolio properties. Essential work activities include extended periods of sitting, extensive work at a computer monitor and on the telephone, operation of a motor vehicle, frequent oral and written communication. No heavy lifting expected.

Compensation and Application Information

Anticipated \$30+/hour, depending on qualifications and experience. This part-time (15-20 hours/week) position does not qualify for benefits, but has the potential to grow into a full-time position with benefits. Weekly work schedule (days/hours) is highly flexible as long as essential duties are able to be completed thoroughly and on time.

Interested candidates should send a current resume and cover letter describing your particular qualifications and interest in the position, with **Asset Manager** in the Subject line, to Careers@greenvillehousingfund.com. No telephone inquiries, please.

Applications will be reviewed as they are received. **Submissions without a cover letter will not be considered.** Applicants invited for an interview must provide a minimum of two references, to include at least one supervisor from recent employment.

The Greenville Housing Fund is an Equal Opportunity Employer, committed to maintaining a diverse and inclusive workplace.