



## Job Posting Affordable Housing Asset Manager

Settlement Housing Fund, Inc. (SHF) is a nonprofit organization which creates and sustains high quality affordable housing and programs, building strong and economically diverse neighborhoods throughout New York City. SHF works closely with community partners to provide low- and moderate-income New Yorkers with pathways to long-term affordable housing, education, employment and wellness. SHF currently owns approximately 1,700 units of affordable housing in 30 buildings, located in the Bronx, Manhattan, and Brooklyn.

SHF is seeking an Asset Manager to oversee physical, financial, and regulatory compliance issues at our projects. The Asset Manager will work closely with contracted property managers, SHF Fiscal and General Counsel, and (where applicable) SHF field staff.

### *Responsibilities:*

Will be responsible for a variety of tasks including, but not limited to, the following:

- Work with managing agents to fill apartment vacancies;
- Make recommendations on long term plans for properties, including repair/rehabilitation as needed;
- Coordinate rehabilitation loans when necessary;
- Oversee physical inspections by auditors, SHF's insurance company, etc.;
- Monitor the correction and timely administrative removal of violations and liens placed governmental agencies. This may include representing SHF at hearings as needed;
- Oversee the management agents' handling of tenant complaints;
- Monitor M&O costs, analyze financial reports from management companies, and identify opportunities for savings;
- Coordinate with City, State, and Federal oversight agencies and private investors/lenders, including Tax Credit compliance reporting and HPD Multiple Dwelling Registration;
- Create performance metrics to share information with Senior Management and the Board of Directors

### *Qualifications:*

- Bachelor's degree
- 3+ years' experience in property management, particularly for affordable rental properties including LIHTC and Section 8. New York experience preferred;
- Basic computer skills (Word, Outlook) and strong quantitative skills, including proficiency with Excel;
- Knowledge of building systems and a proven track record in general property management;
- Strong organizational, financial, analytical, communication and writing skills;
- Ability to work in a fast paced environment and complete multiple tasks with simultaneous deadlines;
- Self-motivated and able to work independently and with a team;
- Ability to work well with a variety of stakeholders is essential;
- Local travel (within walking distance of public transit) and accessing apartments in buildings without elevators are required

Salary \$65,000-\$75,000, commensurate with experience. Excellent benefits, including medical, dental, and retirement.

Please send cover letter and resume to [Jobs@shfinc.org](mailto:Jobs@shfinc.org), subject line "asset manager."

Settlement Housing Fund is an equal opportunity employer.