



Director of Asset Management

National Affordable Housing Trust

Location: Flexible; Columbus, Ohio preferred

Reports to: President or Director of Syndication Operations

Classification: Exempt

Status: Regular, Full-Time

NAHT Mission

People are the center of everything we do—the people who call our communities home, our staff, and our business colleagues. As a mission-first syndicator with a commitment to racial equity and inclusion, we strategically partner with developers and investors to create and preserve affordable, quality rental homes that promote thriving and resilient communities.

Summary of Position

The Director of Asset Management position is responsible for overseeing NAHT's portfolio of affordable housing properties under construction, in lease-up, pre-stabilized, stabilized and in disposition stages of operation. Specifically, this position is responsible for monitoring the actions of the general partners of assigned projects to ensure they fulfill the obligations under the partnership agreement, maintaining the projects, preserving the tax credits and the value of the project. The Director of Asset Management is additionally responsible for leading, developing and managing a team of construction asset managers, asset managers and support staff and working closely with general partners and investors among others to provide consistently high levels of service in all areas of asset management.

Essential Functions

Specific responsibilities of the Director of Asset Management include, but are not limited to, the following:

- Overseeing the daily operation of Asset Management functions and provide direction to staff in the execution of business strategy, establishing procedures consistent with best practices
- Developing and reviewing policies and procedures for the Asset Management Department to remain current and abreast of changing laws and regulations in the LIHTC Industry
- Managing training, developing and overseeing associates within the Asset Management team in terms of project asset management, investor relations and NAHT business strategy to ensure NAHT policies and procedures are followed in terms of applicable documents and best practices
- Coordinating and directing regular meetings, reviews and presentations of NAHT portfolio to investors
- Managing a limited portfolio of assets, performing all the responsibilities reflected in the Asset Manager job description
- Leading regular calls with Asset Management team

- Identifying evaluating, monitoring and minimizing risk within the portfolio throughout all stages of operation
- Actively managing and reporting risk-ratings and watchlist status to investors, overseeing the development and implementation of watchlist or workout action plans for troubled assets through resolution
- Participating in investor relations, both verbally and in writing, to report complete and accurate information regarding the performance of projects within the portfolio
- Working with asset managers, general partners and investors to ensure prompt communication while striving towards the effective resolution of compliance and/or operational issues
- Cultivating and maintaining relationships with general partners, management agents, investors, construction consultants and a variety of intermediaries, organizations and agencies involved in the affordable housing industry to ensure property performance is known and understood, general partner is meeting its obligations under the partnership agreement and a consistently high level of service is provided to both general partners and investors
- Working with the Senior Construction Risk Manager to monitor costs, timing and construction issues for NAHT's portfolio in the lead up to stabilization. Direct actions and priorities of asset managers and intervene as needed to reach solutions consistent with NAHT objectives and in compliance with document requirements
- Ensuring completion of site visits for properties within the portfolio as required by partnership and fund documents, ensuring all compliance issues are actively monitored and promptly addressed
- Participating in project analysis at the end of compliance and subsequent dispositions process
- Ensure maintenance of accurate project documentation in organization's database
- Participating in the development and management of systems that retain and report on property and portfolio details and performance
- Overseeing administrative approval of expenses and timekeeping for Asset Management department
- Participating in Senior Leadership meetings and committees (Screening Committee, LOI Committee, Lending Committee, UW/Closing Committee, etc.), on behalf of Asset Management
- Producing reports for COO and Board of Directors as needed
- Supporting the CEO and COO in communicating and achieving the objectives of the organization
- Sit on boards of Affordable Housing Organizations that are aligned with NAHT's mission
- Attending conferences and trainings to enhance professional knowledge base and informing NAHT of key changes, relationships, and trends in the Affordable Housing Industry
- Providing operational leadership and guidance to support the mission and values of the organization
- Performing other duties as assigned

Qualifications & Requirements

- Bachelor's degree in business, accounting, finance, real estate or related area. Master's degree preferred
- 7+ years' experience in affordable housing industry
- 5+ years' experience in asset management
- Previous experience in real estate development, property management, construction, accounting, and/or financial analysis
- Previous experience in a leadership role involving coaching, developing evaluating and supervising staff members

- Demonstrated ability to communicate complex information in a clear and concise manner to various audiences, verbally and in writing
- Experience in establishing and maintaining effective working relationships with professionals such as: General Partners, property managers, investors, bankers/lenders, and governmental officials
- Proficient in Microsoft Office Suite programs and in particular Word and Excel
- Previous experience with database applications

Physical and Environmental Demands

Work will be conducted in an office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must have the ability to provide regular and dependable in-office attendance to support office interpersonal communication, face to face relationships and the collaborative nature of the position as determined by the Company
- Employees must also periodically deal with interruptions due to activity in the work area
- Travel is required to project and client locations as needed, including local travel and airline travel. Candidate must have a valid driver's license
- Must be able to undertake overnight travel periodically

Forward cover letter and resume to:

humanresources@naht.org

Or Mail To:

National Affordable Housing Trust
Attention: Human Resources
330 Rush Alley, Suite 620
Columbus, OH 43215

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.

NAHT is an Equal Opportunity Employer and promotes excellence through the principles of racial equity, diversity, inclusion and belonging. All qualified applicants will receive consideration for employment without regard to race/ethnicity, age, disability, sexual orientation, gender, national origin, religion, and any other characteristics protected by applicable law.