

## **Asset Manager**

**4/13/2018**

### **Job Description**

Wishrock, a National Developer of Affordable Housing, is seeking candidates for an Asset Manager position. The Asset Manager is responsible for managing a portfolio of multi-family real estate assets comprised largely of affordable housing properties. The Asset Manager ensures that the financial, physical and operational areas at each property are functioning properly across the portfolio and that the business plan for each property is on track. The Asset Manager communicates directly with investors, lenders and property managers on portfolio business and must build and maintain strong relationships with these key partners. The position is based in Wishrock's Portland, ME office. The ideal candidate will be motivated and possess strong financial and analytical skills with a thorough knowledge of the operations of affordable housing.

### **Job Responsibilities**

- Management Agent and Resident Service Provider Oversight;
  - Approve and execute contracts;
  - Hire and serve as principal contact;
  - Evaluate performance;
- Portfolio Financial Analysis;
  - Evaluate and track key statistical data on each project
  - Review and approve project budgets;
  - Review variance reports;
  - Review year end audits;
- Site visits;
- Sustainability and energy management;
- Insurance Management;
  - Insurance procurement and risk mitigation
  - Insurance claims management
- New project transitions – Work with Development on new projects;
- Value Add Analysis/Implementation
  - Identify and implement value- add strategies;
  - Refinance loans
  - Property dispositions
  - Year 15 transactions including Limited Partner buyouts
- Property tax tracking and administration;
- Physical Asset Oversight;
  - Ensure integrity of the physical assets;
  - Long term Capex planning;
  - Approve and administer Capex draws;

- Lender, HFA and agency liaison, (responsible to approve submissions prepared by management companies);
- Other Duties such as;
  - Negotiate and execute vendor contracts that are outside of management duties.
  - Rent increase monitoring and approval;
  - Recommend level of distributions and obtain necessary approvals;

### **Job Qualifications**

- Bachelor degree or equivalent prior work experience in a field directly related to multi-family asset management.
- Candidates may come from such places as development companies, banks, property management companies, syndicators, accounting firms or real estate offices.
- Must have a working knowledge of Microsoft Office products.
- Ability to manage multiple priorities effectively. To be successful the position must be able to carry out the owner's business plan for each property.
- Candidates must have experience in directing staff and/or organizations.
- Travel will be required, typically 2-3 times per month.

Interested candidates may email or mail a resume to:

[Kevin.rose@wishrockgroup.com](mailto:Kevin.rose@wishrockgroup.com)

Wishrock  
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Attn: Asset Manager Position

Please no phone calls or walk-ins.

Wishrock Operations Inc. is an equal opportunity employer