OppCo partners provide stable homes within great neighborhoods, which serve as a foundation for thriving families and individuals. Our homes and neighborhoods promote healthy families as well as work, economic, and educational success. **OppCo’s mission is to build capacity and enhance the performance of community-based nonprofit organizations.**

The Asset Manager will oversee a portfolio of multifamily properties with various loan and regulatory requirements. The Asset Manager is tasked with monitoring the condition of each property in their respective portfolio and will collaborate with the Owner of the real estate asset and other stakeholders to maximize the value of the asset and contribute to the mission of the organization. More specifically, the Asset Manager is responsible for the following:

**Essential Job Functions and Responsibilities:**

**Maintain Property Physical Health**
- Monitor the physical condition of assigned properties through project site visits, review of Facilities Management reports and Capital Needs Analyses, and periodic inspections.
- Approve individual capital improvement proposals, and monitor the implementation of capital improvements and/or specific maintenance enhancements where needed.
- Guide and approve as appropriate the actions of any 3rd party property managers pursuant to maintaining the physical integrity of assets in the portfolio.
- Developing and implementing energy efficiency goals and contributing to the resilience of each portfolio.

**Maintain Property Financial Health**
- Analyze monthly financial statements, annual operating budgets, and annual audits.
- Establish and monitor financial performance methods and standards.
- Identify and prioritize property financial issues.
- Work with senior management and 3rd party property managers to develop and implement action plans to resolve property financial issues.

**Meet Owner Goals**
- Design strategies to achieve goals of long-term financial stability, cost efficiency, resident satisfaction, and physical sustainability of real estate assets.
- Deliver tenant satisfaction through oversight of 3rd Party property management agents.
- Work with resident services staff to coordinate with and support tenant associations and organizing efforts consistent with the Owners programmatic goals.
- Prepare Requests for Proposals and negotiate property management contracts.
- Evaluate management and marketing plans and recommend approval as appropriate.
- Negotiate leases on commercial properties and ensure that these leases are properly implemented, as needed.

**Satisfy Reporting and Related Requirements**
- Develop summaries of financing and regulatory agreements, and review requirements with property managers and project manager.
- Monitor income and rent regulatory compliance performed by 3rd party management.
- Assist with financial contract administration as needed after initial and final loan closings.

**Other Functions:**
- Attend team and organizational meetings.
- Attend necessary trainings to assure up to date knowledge.
- Other duties as assigned by Supervisor.

**Our Ideal Candidate**
Our ideal candidate will have a deep understanding of property development and operations. S/he will demonstrate expertise in property financial analysis, physical plant knowledge, and familiarity with affordable housing communities. S/he will function well in a goal-driven, fast-paced office environment and in meetings owners, partners and affordable housing stakeholders. The Asset Manager will communicate well. S/he will work well independently and in a team.

**Technical Skills and Qualifications**
- Bachelor’s degree in Business Administration, Real Estate or a related field is desired.
- At least 2-3 years of experience in asset management, residential property management, or housing development, lending and or finance.
- Some experience with affordable housing finance, preferably in Massachusetts.
- CHAM or other certification in property or asset management preferred.
- Excellent written and verbal communications skills.
- Excellent interpersonal skills.
- Excellent computer skills, including spreadsheet, word processing and internet skills; familiarity with property management software tools a plus.
- Conversational knowledge of Spanish, Portuguese, Tagalog or Cape Verdean Creole a plus.

We seek candidates who are proactive, eager to learn and bring ideas on how to create a more equal and just society.

**Physical Requirements**
This is a sedentary job by nature. Requires being able to sit at a desk and use a computer and phone for most of the day.

Opportunity Communities, and members Nuestra Comunidad and The Neighborhood Developers, are equal opportunity organizations. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.

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**Qualification Requirements:**
To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**
The physical demands described 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.