



ASSET MANAGER

Urban Edge seeks to hire an Asset Manager.

Urban Edge is one of the largest not-for-profit community development corporations (CDCs) in Massachusetts. We are situated at the intersection of Boston's Latin Quarter and its historic African American neighborhood, in the heart of Jackson Square, where Jamaica Plain and Roxbury meet. We aim to foster diverse urban neighborhoods of choice populated by resilient families and sustained by dynamic webs of community relationships. To achieve this goal, we build quality, affordable housing for low- and moderate-income households, advise hardworking families on homeowner services and offer financial education. We organize neighbors to become leaders of community change.

Urban Edge currently has an operating budget of over \$8.5 million and employs a staff of over 35 people. We have developed nearly 1,600 units of affordable housing and currently maintain a portfolio of 1,500 units. Residents of our housing and our community are diverse and multilingual. In 2024, we served more than 2,500 families.

In late October of 2025, Urban Edge and our neighbors at Nuestra Comunidad (Nuestra) announced a merger. For the next two years, both organizations will retain their distinct identities as CDCs. Urban Edge will begin to introduce new programs and services to expand support for Nuestra residents, aligned with the missions of both organizations to strengthen communities and families, and to advance neighborhood revitalization, self-sufficiency, and inclusive prosperity. Over time, Urban Edge will invest in Nuestra's housing portfolio to stabilize the properties and secure the long-term sustainability of these essential community assets. Together, we will: strengthen operations and services for the more than 800 families in Nuestra housing; grow our collective portfolio to over 2,500 affordable homes; and increase our financial capacity to reinvest in existing properties and enhance portfolio quality.

Asset Management at Urban Edge

Urban Edge has a robust asset management program, led by our Director of Asset Management, which includes oversight of our professional property management company, and tracking property operations and performance benchmarks to facilitate long term sustainability. Urban Edge will take over the asset management of Nuestra's properties in the coming year, with additional support from Opportunity Communities (OppCo). Both portfolios will continue to receive professional property management services from Winn Management.

Urban Edge's Director of Asset Management will oversee the management of Nuestra's current portfolio. The new Asset Manager will be responsible for the financial, physical, and regulatory oversight of Urban Edge's current portfolio, under the direction of the Director of Asset Management.

Our Ideal Candidate

We seek a dedicated person with strong analytical, financial, and communication skills. They will ensure the long-term sustainability of the properties while supporting the goals of residents and the community. The Asset Manager will monitor property performance, identify risks, recommend corrective actions, and collaborate with property management and ownership partners to optimize asset performance. They will have direct oversight of third-party property management companies, ensuring that they meet the performance standards, comply with regulatory requirements, and align with Urban Edge's strategic objectives.

Key Responsibilities of the Asset Manager

The Asset Manager will assume the following responsibilities for the current Urban Edge portfolio and support the Director of Asset Management as required:

- **Financial Oversight**
 - Monitor property operating performance, cash flow, debt service coverage, and replacement reserves across the portfolio.
 - Conduct monthly and quarterly financial reviews, variance analyses, and prepare asset management reports.
 - Support budgeting, reforecasting, and long-term capital planning.
- **Regulatory & Compliance**
 - Ensure compliance with LIHTC, HUD, MHFA, and other regulatory/financing requirements.
 - Review annual audits and compliance filings, and work with external partners (investors, lenders, PHAs) to resolve any issues.
- **Property Operations & Performance**
 - Track occupancy, leasing, collections, and operating efficiency.
 - Collaborate with property management on strategies to address underperforming assets.
 - Track lease-ups, subsidy renewals, and rent adjustments.
- **Capital Planning**
 - Coordinate with property managers, consultants, and contractors on capital needs assessments and capital improvement plans.
 - Monitor construction/rehabilitation progress for properties under renovation.
- **Stakeholder Engagement**
 - Maintain strong relationships with partners, investors, lenders, and regulators.
 - Prepare materials for board, lender, and investor meetings.
 - Provide clear updates and recommendations to senior leadership.
 - Interact regularly with Urban Edge's Finance and Real Estate departments.

Desired Qualifications

The Asset Manager will have many of the following skills and experiences:

- At least 5 years of professional experience in asset management, affordable housing development, real estate finance, or property management.
- Deep knowledge of affordable housing programs (including LIHTC, Section 8, RAD, PRAC, and the like), and familiarity with funders and regulatory agencies, preferably in Massachusetts.
- Strong financial analysis and modeling skills.
- Solid grasp of real estate development and finance plus accounting systems and procedures.
- Ability to manage multiple priorities and work collaboratively with diverse stakeholders.
- Strong commitment to affordable housing, community development, and equity.
- Demonstrated experience in community development and working in multicultural organizations and communities.
- Knowledge of the Boston real estate markets in which the properties are located.
- Ability to work in a highly collaborative team environment.
- Excellent computer skills, including spreadsheet, word processing, and internet proficiency; familiarity with industry software such as RealPage, Yardi Voyager, MRI, Timberline, and Integratec a plus.
- Superior verbal and written communication skills. Ability to effectively present information in writing, including creating original materials.

- Clear strength in and commitment to providing superior customer service to racially, culturally, and economically diverse communities.
- Proven skill in managing all aspects of projects, including planning, resource allocation, budget preparation, management, and financing.
- Demonstrated skill in reviewing and measuring progress against specific criteria and recommending enhancement or corrective action.
- Adept at taking the initiative to carry assignments beyond the original instruction in anticipation of future opportunities.

Salary and Benefits

The annual salary range for this position is \$100,000 to \$140,000, depending on qualifications and experience. Benefits include but are not limited to a 4% employer contribution to a 401k, 80% employer payment on health care premiums, and 15 paid vacation days. Urban Edge operates on a hybrid work environment, with exact schedules determined by position.

The Selection Process

Please submit a cover letter detailing your interest and your qualifications for this position, along with a resume to: <https://annlsilverman.com/urban-edge-asset-manager/>. Applications will be reviewed and acknowledged as they are received. Questions can be addressed to jobs@annlsilverman.com.

We encourage all interested candidates to apply. Applicants who don't have a particular skill or qualification should identify how their personal and professional experiences will support their success in meeting the job responsibilities. All candidates must have the legal authorization to work in the U.S.

See www.urbanedge.org for more information about our organization.

Urban Edge is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.