

Position: Asset Manager  
Salary/Benefits: \$90,000, Non-exempt  
Reports To: Director of Finance

**ORGANIZATION AND PROGRAM:** Conard House is a nonprofit organization with a mission to build welcoming communities and caring relationships that empower people and restore hope. Conard House specializes in Supportive Housing, Mental Health and Money Management services to 1,500 residents and clients across 10 residential buildings, 4 program sites and 22 shared apartments across San Francisco. Conard House works with a diverse adult population and strives for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community.

#### SUMMARY

The Asset Management is part of Finance Department of 8 staff and is supervised by the Director of Finance. The Asset Manager works closely with the Property Management and Real Estate Departments. The growing portfolio includes residential buildings, apartments and program sites that are both owned and master leased with a complex mix of public funding and affordable housing loans. The Asset Manager works closely property management, construction services, accounting, and development. The Asset Management works externally with lenders, investors, insurance brokers, and regulatory agencies.

#### RESPONSIBILITIES

- Creates, maintains and implements reporting compliance trackers on requirements of all lenders, investors, and regulatory agencies.
- Portfolio preservation efforts for real estate assets and ensure the safeguard of assets.
- Coordinate Real Estate Tax Exemption Applications, Revaluation Applications and all activity related to Real Taxes of the portfolio.
- Undertake revenue and expense analysis and propose changes to achieve proper stabilized operations and budgets.
- Completes monthly, quarterly and annual reports for investors, lenders, and regulatory agencies.
- Tracks compliance and reporting requirements for all projects that have State of California Department of Housing and Community Development funds to ensure no negative points are awarded due to missed deadlines.
- Coordinate with investor/partners and property management for all partner reviews of projects and programs.
- Ensure compliance with EEOC, Fair Housing, subsidy and tax credit compliance and adherence to any other applicable laws.
- Develop and implement standardized quarterly reporting format of all assets.
- Oversee the timely completion and presentation of asset management reports.
- Develop appropriate industry standards of measure and appropriate measurement pertinent to the maximization of company assets.
- Analyze quarterly results in comparison to industry appropriate standards and recommend appropriate action plans for overcoming negative variances.
- Attend internal or external meetings when needed to present reports, answer questions and discuss appropriate courses of action.
- Monitor and implement any City, State, or Federal requirements for asset management standards and ensure compliance.

- Assists with responses to questions from investors/lenders on assigned portfolio.
- Researches partnership agreements, financing documents, regulatory agreements, tax returns, and other source documents to determine constraints and barriers to long-term needs.
- Tracks livability standards, conducts site visits, documents property conditions and develops corrective actions as appropriate.
- Reviews all governing documents for new and existing properties.
- Performs income and expense analyses to ensure financial performance is in-line with budgets.
- Performs market surveys and research to ensure rents are in-line with market and agency restrictions.
- Assists with audits to ensure surplus distributions are made correctly and on a timely basis.
- Monitors replacement reserve draws and property welfare exemptions.
- Ensures information and data are accurate in Asset Investment Management (AIM) software.
- Reviews and tracks monthly financials and occupancy reports in AIM.
- Utilizes AIM for reporting, tracking and analyzing portfolio performance.
- Provides administrative and technical support to AIM users.
- Tracks and reviews all insurance claims to ensure proceeds have been collected as approved by carrier.
- Provides administrative support for the Asset Management Division.
- Performs other assignments as requested.

#### **EDUCATION AND EXPERIENCE**

- Excellent grasp of real estate management, development, finance and accounting systems procedures.
- Experience with construction is a plus.
- Strong working knowledge in recapitalization/refinance strategies, physical needs assessments, preliminary scope of work/cost estimates, forecasting of operating expense and revenue projection at stabilized operations.
- Ability to prepare financial feasibility analyses and strategic plans, conduct research, and prepare narrative reports and proposals.
- Strong analytical and accounting skills.
- Strong written and verbal communication skills.
- Ability to multitask and adapt to changing priorities in a fast-paced and collaborative environment.
- Ability to work effectively with all levels of staff within Conard House, external financial professionals and public officials.
- Strong work ethic and personal commitment to the provision of high-quality supportive housing.
- Ability to work independently and achieve results.
- Proficiency using Microsoft Office applications.
- Bachelor's or Master's degree in finance, business administration, accounting, or a related field is preferred.

#### **COMPENSATION & BENEFITS**

In addition to a competitive salary, Conard House provides a comprehensive benefits package that includes Medical, Dental, and Vision Insurance, 15 PTO Days, 15 Sick Leave Days, 14 Paid Holidays, Paid Hour Lunch Breaks, and more!

*Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*