



Fenway Community Development Corporation Asset Management Associate - Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. The organization is a 501 (c) 3 non-profit. We have three program departments: Real Estate, Community Organizing & Planning, and Community Programs. Our volunteer board and 15+ staff members work collaboratively to serve the neighborhood and advance our mission. Learn more about us at www.fenwaycdc.org.

The Asset Management Associate (AMA) is responsible for implementing Fenway CDC's goals for the organization's 400+ unit rental housing portfolio and ensuring its long-term care, maintenance, financial health, and performance. The AMA will also interact with a variety of stakeholders and play a role in overseeing Fenway CDC's real estate assets as places where residents enjoy long-term health, social mobility, and economic advancement. The candidate will work collaboratively across multiple departments and with our 3rd-party property management agent to coordinate reporting, compliance, and capital improvement projects. This position is a full-time, exempt position and reports to the Head of Real Estate.

DUTIES AND RESPONSIBILITIES

- Serves as the primary contact for owners, management agents, federal, state, and local partners, and residents regarding asset management of Fenway CDC's portfolio
- Oversees and coordinates with property managers on maintenance work order tracking; vacancy tracking & follow up on lease-up issues; rental arrearages tracking; and assistance with & follow up on rental assistance applications
- Monitors and ensures receipt of cash flow, fees and incentives due to owner from each property
- Works with CFO to provide regular dashboard portfolio reports to Real Estate team, Housing Committee and Board
- Supports the CFO and other finance staff on property-related accounting functions including the annual audit process and account reconciliations as needed
- Works with property management staff to develop annual property budgets, analyze monthly property financial statements and review them with property managers
- Works in partnership with property managers and maintenance staff to ensure that the physical condition of the rental housing portfolio is preserved and well-maintained
- Reviews capital needs assessments (CNAs) and ensures appropriate replacement reserves are in place for future needs; updates and procures CNAs in accordance with industry best practice
- Monitors and approves all capital spending
- Coordinates with property managers on all real estate insurance claims for properties
- Develops Asset Management Plan for the portfolio and updates it annually to define the strategies and action steps need to achieve desired outcomes and owner goals

QUALIFICATIONS AND CERTIFICATIONS

Fenway CDC does not expect any one candidate to meet all the criteria below, but rather hope you will apply if the role and responsibilities excite you.

Required Skills, Abilities, Education and Experience:

- Financial statement analysis and preparation
- Property budget preparation
- Proficient with Microsoft Office Suite, in particular Excel
- Experience in database management
- Bachelor's degree or equivalent; work experience may be substituted for degree

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Preferred Skills, Abilities, Education and Experience

- Bilingual Spanish speaker preferred; language skills in Mandarin, Russian, Portuguese, Haitian Creole, and/or Amharic are also encouraged to apply
- Knowledge and experience in affordable housing
- 1-3 years property management and/or real estate asset management experience; training and coursework in these fields are a plus
- Must be able to handle and protect the privacy of highly sensitive, confidential information
- Proactively anticipates, manages and constructively resolves conflicts and disagreements; engages in trauma-informed communication practices; identifies ways conflict can lead to positive change
- Demonstrates respectful and effective communication with colleagues and residents/tenants –meeting people where they are
- Demonstrates a high level of emotional intelligence, treats others ethically and fairly, and displays integrity and honesty
- Possesses ability to self-direct, strong attention to detail and commitment to excellence in work product while handling multiple projects at one time

Salary and Benefits:

Salary range will be commensurate with experience within a range of \$50,000 to \$55,000. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave.

To Apply:

Please email resume and cover letter speaking to your interest and skills for this position to projects@fenwaycdc.org. Applications are encouraged by **June 20, 2022** and will be reviewed and evaluated beginning on that date. Interviews will subsequently be scheduled on a rolling basis. We anticipate at least 3 rounds of interviews for the successful candidate.

Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.