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Vincent Village Job Description

Title: **Director of Real Estate Asset Management**
Responsible to: **Executive Director**
Employment Status: Full-time, Exempt
Date Updated: 01/21/2021

Position Objective:

The Director oversees all properties to ensure the portfolio is run in an efficient, economical and customer service-driven way. The Director is a member of the Leadership team and contributes to the development of new concepts and long-range operational and strategic planning.

Responsible for:

The Director of Real Estate Asset Management is responsible for the overall successful operations of over thirty-three units in the Vincent Village properties portfolio and any new development projects.

Asset Management

- Analyzes monthly performance and budget projections and compares to annual budget, adjusts, strategizes and problem-solves accordingly.
- Works closely with the Finance Director to evaluate financial performance against benchmarks established by investors, lenders and operating budgets.
- Internally prepares the annual property budgets and capital needs.
- Ensures that Vincent Village maintains compliance with the rules and regulations of applicable funding sources by maintaining competent understanding of Section 42, Section 811, HUD, CDBG, HOME, COC, Lead program and other funding sources and staying abreast of any updates or changes.
- Reviewing and ensuring accuracy of reports prepared for the Board of Directors, investors and regulatory agencies.
- Works with the Executive Director and CFO to establish budgets and management practices for new developments.
- Ensuring that all eviction procedures are followed exactly as established by service plans and tenant selection plans.
- Assist in the creation and updates of property tenant selection plans.
- Function as the Fair Housing officer of PIH and assure that fair housing laws are adhered to at all times by conducting periodic site visits.
- Using computer-generated reports to monitor sub-indicators, such as occupancy levels, months expendable net ratio, debt service coverage ratio, lease enforcement actions, waiting list operations, and tenant receivables for all properties owned by Vincent Village.
- Ensuring marketing strategies for the property portfolio, ensuring that market studies are conducted and utilized as required. Leading implementation of an affirmative fair housing marketing plan, along with assisting third-party property management staff in developing a marketing plan for each property.
- Ensure the schedule for preventative and ongoing maintenance or service of systems.

REAL ESTATE Management

- Participates as member of construction management team for projects currently under development and ensures smooth transition of these projects to the property management team.
- Prepares all needed reports for funding sources while projects are in the development phase.
- Ensures compliance with all development and operational grants during development phase.
- Works with Staff to manage and direct activities for development projects, including acquisition, rehabilitation, and new construction.
- Works directly with property management staff to create scope of work which is appropriate for population served.
- Oversees projects to ensure compliance with federal regulations including but not limited to: Davis Bacon Act requirements, Section 3 requirements, MBE/WBE/VBE requirements, procurement policies and others as required.
- Assist in writing and administering capital grants as needed by the organization for the purposes of developing real-estate including HOME, LIHTC, AHP, CDBG and other sources as available.
- Accepting/approving rent structures and managing capital expenditures, researching the most consistent and highest sources of revenue, and reducing liability and risk of real estate management and transactions
- Assist in developing external support service relationships as needed for development activities and works with the Director of Supportive Services to assure adequate support services at Vincent Village properties.
- Perform special projects as assigned.

Minimum Qualifications

- Bachelor's degree from four-year College or university and one to two years related experience and/or training; or equivalent combination of education and experience preferred.
- Experience with Section 8 Housing, Affordable Housing Certifications, Section 42 tax credits, Section 811 and Continuum of Care rental assistance preferred.
- IHEDA-recognized certification in Section 42 compliance or other affordable housing management certifications a plus.
- Experience with property management practices.
- Valid Driver's License

Competencies

- Commitment to the mission of Vincent Village.
- Ability to network with referral and service organizations.
- Extreme attention to detail with the ability to multi-task.
- Strong verbal and written communication and organizational skills.
- Basic math and analytical skills.
- Proficient computing skills, including Office and Windows operating systems and Property Management software i.e. Yardi.
- Able to work effectively with diverse populations, including those with mental disabilities, drug addictions, criminal pasts, and physical disabilities.
- Able to work effectively in a team environment to continually improve efficiency and outcomes.

Environment/Physical Demands

The physical demands described below 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:

The duties of this position are usually performed in an office/indoor setting. The employee may be exposed to fluctuating outdoor temperatures and other weather conditions while moving from one location on the property to another or moving from one property to another. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl.

The employee will be required to travel to property within and outside of Marion County. This will require the employee to have reliable transportation, a valid driver's license and ability to sit for a long period of time.

Note: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel workload, rush jobs, or technological developments).

Performance Standards

1. All direct reports are achieving the performance standards in each of their respective job descriptions.
2. Ensure 100% compliance in submitting reports to funders regarding properties and avoid negative findings from funders and investors.
3. Each home/building is operating to meet or exceed budget targets including vacancy and bad-debt.
4. Ensure that compliance reports property information sheets, income guidelines, rent information, and other compliance related information are kept up to date.
5. Oversee the property management-related aspects of the Continuum of Care Program including knowledge of vacancies and upcoming vacancies, working with Supportive Services staff securing new residents from the coordinated entry system, ensuring that Supportive Services staff is informed of issues that require their attention.

Please read carefully and check one of the choices below:

_____ I have reviewed the job description above. I can perform all of the essential functions of the job.

_____ I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations: (please list on back side of this page)

Print Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vincent Village, the USDA, and the State of Indiana are equal opportunity providers and employers.

