



Asset Manager Job Description

Job Summary:

The Asset Manager is a full-time position that reports to the Chief Operating Officer and supports the Property Management Committee. This team member will manage the daily operation of all rental housing owned or managed by MFCDC as well as three pocket parks, the office building located at 130 East 30th Street and property being held by MFCDC for development. In addition to the physical management of the properties which will, at times, include hands-on maintenance, the staff member will play a key role in managing the annual budget for the rental portfolio, conducting resident appreciation/development activities for tenants, and connecting partners to maintain affordable rental units within Mapleton Fall Creek neighborhoods.

Primary Responsibilities:

- Manage the on-going operations of rental property owned or managed by MFCDC/Mapleton Properties and other properties held for future development by MFCDC, including physical inspection and maintenance and tenant leasing services with an understanding of the CDC's role and mission in the community.
- Supervise personnel and contractors
- Attract tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Accomplish financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action; maintaining reporting & compliance systems with all applicable regulatory bodies and funding entities.
- Maintain building systems by contracting for maintenance services; supervising repairs.
- Secure property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Prepare reports by collecting, analyzing, and summarizing data and trends.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplish organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Represent the Corporation in the community, with neighbors, stakeholders, funders and other service providers, providing marketing, public relations, and networking to insure the success of the Corporation and rental property.
- Support the efforts of the Corporation by providing proper stewardship of properties held for eventual development in a fashion that protects these assets and honors the neighborhood's desire for responsible property ownership. Produce various financial analytical reports and practicability reports of potential property achievements. Act as an investment evaluator for the Corporation.
- Participate in emergency stand-by schedule for evening, weekend & holiday coverage.

Qualifications:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

- High School Diploma or equivalent; Bachelors degree in a related field preferred
- 5 or more years experience in multi-family property management, including direct supervision of others
- Knowledge of Buildium and AmRent preferred, but not required
- Proven Marketing and Leasing experience
- Experience with affordable housing, Low-Income Housing Tax Credit, and Section 42 preferred
- Proficiency with Microsoft Office Suite, including Word, Excel, and Outlook



MAPLETON FALL CREEK

DEVELOPMENT CORPORATION

- Excellent customer service skills; Able to work effectively with diverse populations
- Ability to perform in a busy, changing, multi-tasking work environment
- Requires ability to physically inspect property (or properties) and individual units
- Requires ability to read, speak, and comprehend the English language
- Requires a valid driver's license, an insured vehicle, and the ability to travel (between properties, on-call emergencies, training, etc.)
- Other administrative duties as assigned.

The team member must demonstrate the following personal attributes:

- Be honest, trustworthy and respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate initiative & strong work ethic
- Solutions and results oriented

SIGNATURE & DATES

The following signatures confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; and employee understanding of the job requirements. **NOTE:** Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee Date:	Immediate Supervisor, if applicable Date:
Chief Executive Officer Date:	

The signed original copy of this job description will be placed in your Personnel File.

Revised: 9/2016

Disclaimer: *The above statements are intended to describe the general nature and level of working being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*