



SENIOR ASSET MANAGER

SALARY RANGE 45: \$155,715 – \$189,267 annually

This is an exempt, at-will position. The Authority operates on a 9/72 hour biweekly schedule and is closed every other Friday.

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for the final filling

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community in housing.

THE POSITION

The Housing Authority is seeking a team-oriented candidate to plan and manage the asset management function of the Housing Authority's real estate portfolio including the housing assets owned by AHA's affiliates. The Senior Asset Manager conducts financial, physical and regulatory performance review; develops and monitors capital needs assessment programs; and reviews, recommends and implements financing or refinancing schemes at multi-family and tax credit properties, in addition to providing highly responsible and complex professional assistance to the Directors of, Housing Development and Property Operations. The Senior Asset Manager may supervise one or more junior staff.

AHA is particularly interested in applications from candidates with a strong track record in various aspects of the affordable housing industry including finance, development/rehabilitation, management and related real estate issues with an emphasis on asset management and financial and regulatory analysis. The successful candidate will be team-oriented with the ability to move projects forward and help position AHA's portfolio for longevity and financial sustainability in the challenging Bay Area housing market.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field; a Master's degree is preferred.
- Experience: A minimum of five (5) years of relevant experience in various aspects of an affordable housing agency including finance, development/rehabilitation, management and related real estate issues with an emphasis on asset management financial and regulatory analysis. Some supervisory experience is preferred.
- Knowledge of LIHTC and other affordable housing programs and compliance is required.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.

Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation to start; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and is expected to complete work assignments irrespective of the flex schedule.
- Note that the Senior Asset Manager works primarily on-site; telecommuting is not generally offered. The position currently requires 3-4 days per week in the office

IMPORTANT APPLICATION INFORMATION

Final Filing Date: Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date

To apply, submit a:

- Resume and
- Cover letter stating why you are interested in and qualify for the position (two pages maximum)
- Supplemental questions)

Your resume and cover letter must be emailed to Terise Paulsen at tpgco@aol.com with the subject line: Senior Asset Manager – Employment Application

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

**The Housing Authority of the City of Alameda is an
Equal Opportunity / ADA Employer**

