

HALLKEEN MANAGEMENT

Job Title: Director of Asset Management

Location: Corporate Office, Norwood, MA 02062

Hours: Full-time

Job Description:

HallKeen is seeking a Director of Asset Management with 7 years of affordable housing asset management experience to represent property ownership interests in the oversight of HallKeen's affordable/mixed-income apartment portfolio. The Director will help HallKeen develop, roll-out and maintain a scalable asset management program to oversee 30 affordable housing assets and future growth of that portfolio. The Director works daily with development/ownership, compliance, property management and accounting staff to maximize investment performance for financial stakeholders while maintaining compliance with various loan, debt, partnership and government requirements.

Specific Duties and Qualifications:

- Help guide the executive team to modernize HallKeen systems, policies and procedures for a robust asset management program.
- Directly perform asset management duties for 30 affordable housing assets.
- Oversee one Financial Reporting Specialist and collaborate with accounting team and property management team to oversee appropriate distribution of audits, tax returns, budgets and other required reports and memos to investors, lenders and regulators.
- Field inquiries from investors, lenders and regulators through excellent personal and communication skills, maintaining productive relationships with the same.
- Review and approve property budgets, financial reports, audits and compliance reports.
- Identify opportunities to maximize property performance and returns through long-term financial, physical and capital planning.
- Identify underperforming or at-risk properties and help oversee appropriate turnaround plans.
- Occasionally assist with extraordinary insurance claims and unique insurance requirements.
- Manage major contracts with energy, efficiency, laundry and tax abatement vendors.
- Manage REO schedules and track contingent liabilities of key principals.
- Monitor and annually evaluate performance of property management agent.

- Occasionally support the acquisition and development team in the disposition, refinance and redevelopment of HallKeen-owned properties.
- Periodic site inspections.
- Manage transition/handoff process between development and property management.

Qualifications:

A qualified candidate will have at least 7 years of housing development and/or asset management experience including at least 2 years of experience as an asset manager of LIHTC properties. Candidate must have strong computer/spreadsheet skills, strong written and verbal communication skills, and ability to independently prioritize/manage multiple tasks and projects. Candidate must be highly organized and self-motivated. Specific skills include but are not limited to proficiency in preparing and analyzing financial projections and budgets with an understanding of basic tax and accounting principles and interpreting complicated loan and partnership documents to model complex waterfall calculations and calculate/approve quarterly distributions. Candidate must have document management and asset management database experience and must be able to interact with investors, lenders, and all levels of the company.

If you are interested in applying for this position please e-mail resume to Kwilbur@hallkeen.com