

Asset Manager
National Development Council
NDC Corporate Equity Fund

The National Development Council (NDC) is seeking a seasoned Affordable Housing Asset Manager. This team member will report to the Director of Asset Management and is responsible for managing a portfolio of affordable housing real estate investments.

- Develop and maintain effective working relationships with project partners and other stakeholders
- Complete annual site visits for all projects in portfolio
- Manage project data including contact, site visit and notes in the database
- Ensure receipt of all monthly, quarterly, and annual due diligence documents for all projects in portfolio
- Assist Financial Management Team and the Director of Asset Management with the timely completion of quarterly and annual investor reporting
- Review interim and annual project financials and discuss with FM Team as necessary
- For projects on the Investor Watchlist, provide monthly updates in the database and other reporting as needed
- Work with the Financial Management Team to collect asset management fees
- Work with CEF's Acquisitions Team to evaluate potential developers and investments and participate in Asset Management Review and Investment Committee meeting
- Assist Acquisitions Team by referring potential leads from existing partners and attend conferences and other marketing events as needed
- Assist Closing Manager with due diligence review of property management, regulatory and other specified documents
- Maintain relationships with other industry participants through conferences and continuing education training classes to stay current on industry developments
- Assist the Director of Asset Management with specified projects and analysis of portfolio data
- Work with other NDC employees to further NDC's affordable housing mission and to support NDC's advocacy efforts
- This position requires approximately twenty-five percent travel

Essential Qualifications and Characteristics:

- Strong ability to keep track of multiple projects, activities and timelines
- Strong written and verbal communication skills
- Strong math skills and ability to work with Microsoft Office, including Excel and Word
- Ability to work independently but also maintain team relationships
- Minimum of five years of affordable housing experience
- Expertise/familiarity with various regulatory programs, including the LIHTC program
- Bachelor's Degree in Finance, Accounting, Business Management, Urban Studies or other related programs

NDC values diversity and is an EOE.

Salary commensurate with experience. Excellent benefits.

Please provide a resume and brief e-mail to: Carolyn Zielinski, Director of Asset Management at czielinski@ndconline.org