



Dispositions Asset Manager

National Affordable Housing Trust
Location: Flexible; Columbus, Ohio preferred
Reports to: Director of Asset Management
Exempt Classification: Exempt
Status: Regular, Full-Time

NAHT Mission

People are the center of everything we do—the people who call our communities home, our staff, and our business colleagues. As a mission-first syndicator with a commitment to racial equity and inclusion, we strategically partner with developers and investors to create and preserve affordable, quality rental homes that promote thriving and resilient communities.

Summary of Position

This position is responsible for the disposition of investor interests in LIHTC projects. This includes facilitating the Investor exit from the LIHTC projects at year 15. This will require the monitoring of the actions of the General Partners of assigned projects to ensure they fulfill the obligations under the partnership agreement, negotiating with the Limited Partner / Investor exit and working with counsel to draft and execute the purchase and sale documents. This position will also be responsible for monitoring the actions of the General Partner maintaining the projects, preserving the tax credits and the value of the project. Responsibilities include overseeing the construction and lease-up aspects of development, conducting site visits, monitoring to ensure compliance within LIHTC guidelines and measuring project financial performance.

Essential Functions

The Dispositions Asset Manager provides analysis, monitoring, compliance review, reporting and detailed recommendations regarding the dispositions of Year 15 projects. Dispositions Asset Managers have involvement with both the General Partner and the Limited Partner / Investor. Specific responsibilities of the Dispositions Asset Manager include but are not limited to the following:

- Tracking and reporting on the Year 15 projects in the NAHT portfolio
- Financial analysis and valuation of the real estate and the Limited Partner interest in the LIHTC Partnership
- Active role in negotiations with both General Partner and Limited Partner on Year 15 exit
- Reviewing and approving annual operating budgets
- Analyzing monthly/quarterly financials and year-end audited financials against pro-forma, budget, closing model projections and comparable projects, and researching reason(s) for variances

- Monitoring reserve levels, reviewing requests for replacement and operating reserves, and recommend approvals
- Performing all responsibilities in accordance with partnership agreements and other documents
- Receiving all consent requests from General Partners, including refinances, addition of debt, change in management company, perm loan conversions, etc., and analyzing requests in accordance with partnership agreements and additional documents and presenting recommendations for approval (both internal and as required by applicable documents, by investors)
- Participating in investor relations by providing pertinent information regarding projects' development and performance through reporting and investor presentations, ensuring reported information is professional, complete, and accurate
- Collecting and filing/scanning permanent loan documents and other key documents
- Maintaining accurate project documentation by entering and updating data in organization's database
- Interacting with individuals from state finance agencies, accounting firms, construction companies, lenders and development companies as warranted to ensure property performance is known and understood and General Partner is meeting its obligations under the partnership agreement
- Managing relationships with General Partners, Management Agents, and Investors
- Participating in project analysis at end of compliance and subsequent dispositions process
- Supporting the Vice President of Fund Management in preparation of equity draws, tax benefit schedules, investor reporting and other task as needed
- Performing other duties as assigned including taking on asset management duties to include:
 - Conducting site visits to evaluate property management, property marketability, management plan and physical condition of properties, review tenant files onsite and evaluate compliance with Section 42 requirements*
 - Working with management/owners to resolve compliance issues, promptly reporting on non-compliance, identifying related risks and recommending action plans to resolve*
 - Working with General Partners to identify, analyze and develop action plans for the Watchlist properties and monitoring the General Partner's implementation and effectiveness of the plans*
 - Evaluating and monitoring overall asset performance quarterly and assign risk rating*

Qualifications & Requirements

- Bachelor's degree in Business, Accounting, Finance, Real Estate or related area
- 5+ yrs. experience in affordable housing industry
- Previous experience in real estate development/management, construction, accounting, and/or financial analysis
- Extensive experience with LIHTC program
- Previous experience working with legal counsel on negotiating agreements between parties
- Demonstrated ability to communicate complex information to various audiences, verbally and in writing
- Proficient in Microsoft Office Suite programs and in particular Word and Excel

Physical and Environmental Demands

Work will be conducted in an office environment. The physical demands described here 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.

- Employee must have the ability to provide regular and dependable in-office attendance to support office interpersonal communication, face to face relationships and the collaborative nature of the position as determined by the Company
- Employees must also periodically deal with interruptions due to activity in the work area
- Employee must be able to perform typical movements required in a site visit such as sitting, standing, climbing stairs, stooping, bending, and reaching. This position will also occasionally require kneeling, crouching, crawling, and balancing
- Travel is required to project and client locations as needed, including local travel and airline travel. Candidate must have a valid driver's license
- Must be able to undertake overnight travel periodically

Forward cover letter and resume to:

humanresources@naht.org

Or Mail To:

National Affordable Housing Trust
Attention: Human Resources
330 Rush Alley, Ste 620
Columbus, OH 43215

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.

NAHT is an Equal Opportunity Employer and promotes excellence through the principles of racial equity, diversity, inclusion and belonging. All qualified applicants will receive consideration for employment without regard to race/ethnicity, age, disability, sexual orientation, gender, national origin, religion, and any other characteristics protected by applicable law.