



The Cambridge Housing Authority (CHA), a leader in developing and maintaining affordable housing communities, is seeking a results-driven and highly motivated individual to serve as an Asset Manager.

Reporting to the Executive Director, the incumbent will be an integral part of leading CHA's portfolio of multi-family properties, managing the administration of the operational, financial, and regulatory compliance components. The incumbent will conduct analyses, monitor performance, and ensure compliance on the Authority's existing and/or future real estate assets.

The successful candidate must have the following traits:

- Proven ability to analyze and report on property-level financials
- A self-motivated and proactive mindset
- Ability to understand, interpret, explain and apply detailed and complex regulations, policies and procedures
- Ability to work and communicate effectively with individuals at all levels of the organization
- Ability to handle multiple projects and prioritize

Education/Experience: Bachelor's Degree in Business Administration or related field and a minimum of three (3) years of progressively responsible experience in an area related to the position, such as Public or Assisted Housing, real estate, or property management. An equivalent combination of education and experience may be considered. The following certifications must be obtained within eighteen (18) months of employment or other allowable period of hire as authorized by the Executive Director: Fair Housing Certification; IREM Certified Property Manager; Public Housing Manager or Asset Management for Executives; HCV Specialist or Developing and Managing Project-Based Vouchers; Tax Credits – NCP, C3-P or equivalent. Must possess a valid Massachusetts driver's license.

Location: Cambridge, MA. Local travel may be required.

Organization: Cambridge Housing Authority (<http://www.cambridge-housing.org/>)

Compensation: Commensurate with experience and qualifications. Comprehensive benefits package included. Compensation range \$90,000-\$112,000.

To apply: Please e-mail your resume and cover letter to recruit@humancapitalinitiatives.com with "CHA Asset Manager" in the subject line. Please do not contact CHA directly.

Equal Opportunity Employer / Equal Housing Opportunities