



The Community Builders, Inc.

Director of Asset Management – Boston, MA

The Community Builders, Inc. is the largest nonprofit urban housing developer in the United States. Our mission is to build strong communities where people of all incomes can achieve their fullest potential. We do this by developing, financing, and operating high quality affordable mixed-income housing, by coordinating access to support services, and by planning and implementing other community and economic initiatives critical to the communities we serve. Every employee who works for The Community Builders understands what it means to make a significant difference in the lives of others. Due to anticipated growth and ongoing needs, we are searching for a Director of Asset Management join our team.

Position Description:

The Director of Asset Management will be based in the Boston corporate office and will be responsible for managing a stabilized asset management team, the refinancing, restructuring, and disposition of appropriate properties, and external reporting. In addition to direct personnel management, the role involves significant collaboration with personnel in other departments within TCB, including Property Management, Accounting, Legal, Finance, MIS, and Development. The Director of Asset Management is also responsible for portfolio reporting to senior management and managing the internal Watch List process, as well as representing TCB to external partners, including investors, lenders, and public agencies.

Essential Functions:

- Rating properties on a variety of dimensions (operational performance, physical condition, program compliance, and strength of market)
- Identifying Watch List properties and creating Action Plans to improve property performance
- Working effectively with investors and other funding partners to address issues of concern
- Analyzing long-term property performance against projections
- Maintaining the integrity and quality of property data and systems
- Working with MIS to develop and implement enhancements to TCB's proprietary systems and other software tools
- Reviewing and approving annual property budgets
- Reviewing financial statements
- Conducting periodic site inspections
- Working on process improvement projects within and outside the department

Knowledge, Skills and Abilities:

- Proven ability to effectively manage personnel to achieve business objectives
- The ability to think systematically and strategically in developing and refining procedures and systems to better meet business objectives

Education & Experience:

Minimum of six to eight years of experience in affordable housing asset management

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

[Apply Here!](#)