



EMPLOYMENT OPPORTUNITY

President
Preservation Housing Management, LLC
Boston, MA

Position available: Immediately

Application deadline: March 15, 2014

About the Opportunity: Preservation Housing Management (PHM) is seeking a new President as the incumbent steps down to pursue other opportunities. PHM's next President will lead this large-scale, high-capacity property management company – with 350 staff, and more than 70 properties under management representing just under 9,000 apartments and nearly \$100 million in annual revenues – in a time of great opportunity and significant change in the operating environment.

About Preservation Housing Management (PHM) and Preservation of Affordable Housing (POAH)

Preservation Housing Management (PHM) is the high-capacity property management company owned by Preservation of Affordable Housing, Inc. (POAH), a national nonprofit affordable housing developer and owner. PHM manages POAH's entire real estate portfolio, as well as a selected group of third-party properties.

PHM has specialized in the professional management of affordable multifamily housing for more than 25 years. Initially founded as Midland Property Management, Inc., PHM became part of Preservation of Affordable Housing, Inc. ("POAH") 2001, and currently manages nearly 9,000 affordable housing apartments which are home to nearly 15,000 residents in Connecticut, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, and Rhode Island. PHM has 350 staff members and maintains offices in Boston, Kansas City, and Chicago. This position is located in Boston, where the President represents PHM on POAH's senior staff, and is assisted by the Senior Vice President and Chief Operating Officer ("SVP/COO") and a core executive staff; the President is also supported by the Senior Vice President and Chief Financial Officer ("SVP/CFO") and a strong finance team in the Kansas City office.

POAH is a national nonprofit housing developer and owner devoted to the preservation and long-term stewardship of at-risk affordable housing. POAH's growing portfolio includes nearly 8,500 apartments in more than 70 developments. POAH has rescued and restored some of America's most 'at risk' rental housing and is recognized for its ability to develop innovative financing structures and to close complex transactions that preserve long-term housing affordability for low- and moderate-income individuals and families.

POAH and PHM believe that the pursuit of the preservation mission is empowered by a focus on the business bottom line, and in particular, the long-run financial performance of the housing portfolio. Our strong reputation was built on a demonstrated ability to solve complex financial, regulatory, and operational challenges to stabilize at-risk properties under careful long-term management and stewardship. We are at the forefront of policy and legislative discussions around housing preservation, affordable housing finance, energy and water efficient housing, and regulatory reform. We recognize energy conservation as a key element of responsible property ownership and management, and POAH and

PHM have invested considerable resources over the last five years in energy efficiency, water conservation and renewable energy.

The President of PHM reports to POAH's President and CEO, Amy S. Anthony, and is a member of POAH's senior leadership team. Ms. Anthony is a former Secretary of the Massachusetts Executive Office of Communities and Development and a national leader in the affordable housing field.

Primary Responsibilities: The President of PHM is responsible for the overall financial and operational performance of PHM and of the real estate developments under PHM's management; and for the well-being of PHM's employees and residents. Specific responsibilities and duties include, but are not limited to:

- 1. Strategic Vision:** The President is responsible for developing and implementing policies, strategies and tactics in collaboration with POAH's leadership to enhance the performance of PHM's core business activities in response to opportunities and challenges in the operating environment.
- 2. Leadership:** The President will lead the PHM team, setting and exemplifying high standards for operational performance, commitment to mission, customer service, and personal integrity.
- 3. Operational Oversight:** The President is responsible for direction and oversight of PHM's property management functions at all properties under management, including leasing, compliance and reporting, lease enforcement, marketing and wait list management, resident relations, maintenance, cost containment, energy strategies, and other management functions. The President is supported in this capacity by the SVP/COO of PHM, who has direct supervision of operational management staff and properties under management. Training, compliance and maintenance departments also fall under the President's purview through the SVP/COO.
- 4. Compliance and Reporting:** The President also supervises all regulatory compliance and financial reporting functions related to operations through the SVP/CFO, and in that capacity is responsible for ensuring that each property's compliance and reporting functions are performed in a manner consistent with the applicable regulatory requirements. In addition, the President is responsible for regular operational reporting to the President of POAH and to POAH's Board of Directors.
- 5. Budgeting:** The President directs and oversees PHM's participation in the annual property budgeting process, in collaboration with POAH development and asset management staff. The President is also responsible for developing the management company's annual budget.
- 6. Risk Management:** The President is responsible for ensuring that appropriate risk management practices and liability mitigation are attended to at the site and corporate levels, including providing for appropriate training and support to ensure staff are prepared to respond to the challenges of the workplace.
- 7. Staff Development:** The President supervises PHM's human resource function through the SVP/CFO. In this capacity the President will work to ensure that PHM can recruit, train, motivate and retain the highest caliber property management staff for all positions within the company. The President will build collaborative relationships with peers and subordinates within PHM and POAH, and provide technical advice, management and leadership to colleagues throughout the organization. Creating and maintaining a culturally diverse employment base is also an essential element of this position.
- 8. Resident Success:** The President, through the Director of Resident Services and in collaboration with POAH's Vice President for Resident Services, will help to develop and oversee the provision of resources and supports designed to allow residents to improve their life trajectories.
- 9. External Relations:** The President will establish positive, productive relationships with all funders and regulatory agencies assisting the communities in the managed portfolio, and will work with these external stakeholders to advocate for the best interests of the properties under management as well as for good preservation and management policy more broadly. The President will seek out public forums in which to promote POAH and PHM as leaders in the affordable housing field.
- 10. Integrity:** The President will work with the highest degree of professional integrity and honestly and abide by the company's Code of Conduct and Conflict of Interest policy and will promote these practices within PHM.

Desired Knowledge, Experience, Abilities: Candidates for this position should possess significant experience, knowledge, or abilities in most or all of the following areas:

1. Minimum of 10 years of experience in affordable housing property management, asset management, development or related fields, including in roles of significant administrative and management responsibility
2. Bachelor's degree required; advanced degree in real estate, business administration, public administration, or related fields is a plus
3. Knowledge of common/relevant affordable housing subsidy program regulatory policies and processes is required; particular emphasis on HUD Multifamily programs and the Low Income Housing Tax Credit
4. Extensive experience with both corporate and property-level budgeting; ability to read and understand budgets and financial statements
5. Strong "emotional intelligence", including acute self-awareness and self-management, ability to handle interpersonal relationships judiciously and empathetically, and openness and responsiveness to feedback
6. Aptitude for active, visionary and inspirational leadership; ability to clearly define goals and motivate staff to achieve them
7. Excellent verbal and written communication skills
8. Proficiency in use of computer software including Word and Excel; experience with Yardi a plus

Salary is competitive and commensurate with experience.

Interested individuals should send a resume with letter of application to jobs1@poah.org.

PHM is an Equal Opportunity Employer. Persons of color are encouraged to apply.