



POSITION ANNOUNCEMENT

Position: Director of Real Property and Asset Management

Reports to: Director of Finance and Administration

Function: Responsible for real property leasing and acquisition, and all aspects of asset management including capital development, leasehold management, tax filings and reporting to government regulators and investment partners

Tasks:

- Leads the pre-development process for property leasing and acquisition including market and site identification, contract negotiations, relationship building
- Assures compliance with marketing and management plans, work scopes, and requirements of government regulators and investment partners
- Assures the provision of tenant income certifications and re-certifications as required by investment partners, funders, and/or regulators
- Manages security deposit accounts and replacement, operating and other reserves
- Manages HUD contract & applications for rent increases
- Facilitates the timely provision of reports, audits and filings with government and investment partners
- Monitors and assures timely payment of property taxes
- Monitors and resolves violations and citations from governmental agencies
- Develops strategies to maximize energy savings & recommends strategies to effectuate cost savings in the management of owned and leased real property.
- Manages contracts for capital projects.
- Works with Director of Finance and consultants to create capital budgets and proformas and facilitate funder review and approval
- Liaisons with internal and external stakeholders, contractors and consultants to assure timely acquisitions, closings, and draw down of funds and payment of obligations
- Manages lease portfolio including expirations, renewals and terminations.
- Assures the timely payment of lease obligations.
- Responds to landlord concerns and provides problem resolution.
- Communicates short- and long-term real estate portfolio goals and objectives.
- Conducts due diligence, unit walks, lease audits at owned and leased sites.
- Analyzes data and prepares periodic reports, as assigned.
- Duties as assigned.

Qualifications: Master's degree in accounting, business administration or related field, or Bachelor's degree with significant experience in the field of real estate development and affordable housing asset management. Knowledge of GAAP and the ability to understand financial statements required. Excellent written and oral communication skills. Ability to utilize technology to analyze and report data. Capable of taking an assignment from concept to completion. Ability to plan, organize and manage multiple projects and priorities. Ability to train, mentor and supervise others. Team player.

Salary: \$115,885 to 128,083 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer

Director, Human Resources and Information Management

Email: SRoyer@acmhny.org

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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