



## **JOB DESCRIPTION**

**Position:** Asset Manager

**Reports To:** Vice President - Asset Management

**Department:** Loan Servicing & Asset Management

**Location:** Clearwater FL

**Status:** Exempt

**Schedule:** Full Time

### **Summary:**

The Asset Manager position will provide risk-based monitoring for a portfolio of institutional investments in multifamily and renewable energy properties with a specific focus on tax credits and affordable housing. The position will monitor operational performance, physical condition, and compliance of the various debt and/or equity programs for each property in an assigned portfolio. The position will report findings to senior management, institutional investors, and/or various federal agencies such as HUD, USDA, GMNA and Warehouse Lenders.

This is an opportunity to join a rapidly growing investment / mortgage banking firm.

### **Duties and Responsibilities:**

- Maintain a current working knowledge of all internal policies and procedures related to the asset management of debt, equity and renewable energy programs.
- Application of knowledge related to affordability and equity requirements for multifamily tax credit properties.
- Track and report on progress of multifamily properties during construction and lease-up phases.
- Process consent requests for borrowers including Transfers, Partial Releases, Easements and Management Changes with various agencies, lenders and investors.
- Perform quarterly and annual financial analysis of multifamily properties.
- Collect and review draw request documentation provided by customers for timely approval of release of funds.
- Plan and perform annual site visits to complete physical inspection requirements of Lender and evaluate proficiency of on-site management. Overnight travel periodically required within the United States (approximately 10-30%) for associated inspections and industry events.
- Interact with borrowers, management companies and agencies to facilitate collection of deliverables and analysis of requirements listed in loan documents and partnership agreements.
- Monitor performance of renewable energy sites and assess performance factors such as model expectations, seasonality and significant offline events as well as communication with operators and investors.



- Prepare periodic and ad-hoc reports for both internal and external parties.
- Perform in a cooperative and professional manner with internal and external customers.
- Must be able to write short reports in a clear and concise manner.
- Must be a team player and be willing to “wear multiple hats”.
- Work must be thorough, accurate and timely.

**Supervisory Responsibilities:**

- This job has no supervisory responsibilities.

**Qualifications:**

- Bachelor's Degree (BA) from a four-year college or university in Real Estate, Finance or a business-related profession.
- Two to five years of experience working on a commercial/agency loan portfolio or similar experience with a LIHTC syndicator or developer specializing in tax credit properties.
- Computer skills required: Electronic Mail Software (Outlook), and advanced Microsoft Excel abilities.
- Completion of Mortgage Bankers Association Inspection Course a plus
- Direct agency experience a plus

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Occasionally required to walk
- Continually required to sit
- Frequently required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must continually lift and/or move up to 10 pounds
- Occasional overnight travel within United States (up to 30%)