



**Fellowship Square**

**Title:** Affordable Housing Specialist / Asset Manager

**Job Type:** Full-time

**Department:** Executive

**Reports To:** CEO

**Salary Range:** \$75,000 - \$90,000 annually

**Location:** Reston, Virginia

Come work for an exciting non-profit that is serving the community and making a difference in people's lives! We offer a challenging, but professionally satisfying work environment where you will be part of a team that values creativity, teamwork and results. You will have the support and encouragement to fulfill your professional goals while at the same time improving the lives of older adults who struggle to make ends meet.

Fellowship Square seeks an experienced affordable housing professional to advance Fellowship Square's goals of achieving optimum performance of existing real estate assets.

We wholly own/operate three independent living multi-family high rise apartment buildings and are a limited partner in one other property. In total, we have 670 units, approx 800 seniors who rely on us for housing and supportive services.

The Housing Specialist is responsible for operational oversight of our properties which is currently done through a third party property management company. The Housing Specialist is responsible for implementing strategies, policies, procedures, and technology initiatives that advance the Housing program of the organization and complies with all Federal, State and Local housing regulatory procedures/requirements. The Housing Specialist will provide regular detailed analysis and summarized operational reports of existing property operations. This position collaborates with stakeholders within Fellowship Square and external supporters, partners and consultants.

The ideal candidate will have solid knowledge of senior affordable housing programs, housing finance, property management, project management coordination, and the ability to work effectively in collaborative teams.

This job description provides a general guideline of the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the responsibilities may vary. Working hours are primarily during day shift, but this position may need to work varied hours including evenings and weekends, as business needs dictate during peak time.

Learn more about Fellowship Square at [www.FellowshipSquare.org](http://www.FellowshipSquare.org)

## **PRINCIPLE DUTIES**

- Leverage property management software to ensure robust data collection and generate monthly property reports for a solid understanding of property performance.
- Utilize property data to establish Key Performance Indicators (KPIs); analyze results to recommend operational changes that help us achieve key objectives.
- Develop a property management assessment tool to evaluate property management performance.
- Implement proactive strategies to identify and resolve operational, financial, and compliance issues and concerns.
- Work with the property management team to implement and oversee crisis and emergency management plans at existing properties.
- Understand and monitor all aspects of our property capital structures, regulator contracts and compliance.
- Assist in the creation of the annual budget, annual audit statements and the annual 990 filing for each property.
- Review and monitor property financials to identify potential issues; prepare financial summaries, analysis and variance reports as needed.
- Work collaboratively with property management to maximize operational efficiencies at existing properties, bringing best practices, green energies and other solutions to achieve “best in class” property operations.
- Assist the property management team to develop short-term and long-term capital improvement plans and budgets.

## **QUALIFICATIONS**

- Bachelor’s degree required; finance, economics, real estate or a related field with a preference given to MBA or MS graduates.
- Minimum seven years of affordable housing experience; property management and senior affordable housing experience preferred.
- Strong quantitative skills that include financial competency of underwriting methodologies and the ability to create and understand financial models.
- Certified Occupancy Specialist Certification a plus.

- Proficient understanding of Low Income Housing Tax Credits, Tax Exempt Bond Programs and HUD Affordable Housing Programs.

## **CORE COMPETENCIES**

- Strong working knowledge of property management best practices.
- Broad knowledge of building codes, maintenance and housing quality standards.
- Proficient understanding of Fair Housing policies and compliance.
- Understand property contracts to achieve best results in areas of compliance, return on investment and resident satisfaction.
- Strong team player with a positive attitude and a strong work ethic with demonstrated leadership skills.
- Excellent communication skills, verbal and written, with the ability to make quality presentations.
- Familiarity with the Washington, DC housing market; strong working knowledge of current regulations, laws and trends pertaining to real estate development in Virginia and Maryland.
- Strong research, project management, organizational, analytical, and math/quantitative skills.
- Strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel.
- Demonstrated experience in creating and tracking development proforma, program and project budget tracking; familiarity with property management and program tracking software.

**Benefits:** Fellowship Square is proud to provide a benefits package that is designed to support your physical, financial, and emotional wellbeing. We offer company paid health insurance, dental and vision coverage, 403(b) with 100% employer match up to 6% after two years of employment, 10 holidays based on regularly scheduled work days, bereavement leave and more. Hybrid work schedule is currently available though not guaranteed.

**To Apply:** Send cover letter and resume to [info@fellowshipsquare.org](mailto:info@fellowshipsquare.org).