



Fellowship Square

Title: Housing Portfolio Manager

Job Type: Full-time

Department: Housing

Reports To: CEO

Salary Range: \$75,000 - \$95,000 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 our goals of achieving optimum performance of existing real estate assets. This new position blends experience and expertise in the areas of affordable housing property management, financial analysis, and insights, executive communications, and resident services. This position acts on behalf of the owner for all property management decisions.

Fellowship Square owns/operates three independent living multi-family high rise apartment buildings consisting of 429 units and approx. 450+ senior residents. Each building includes a third-party property management team and a Resident Services Coordinator.

The Housing Portfolio Manager is a strategic position responsible for achieving high operational performance of our existing properties and assisting with long-term capital planning of these assets. This position covers a broad range of responsibilities and operates at a regional level, focusing on short- and long-term goal achievements and not day-to-day property management operations.

The Housing Portfolio Manager will work closely with the CEO, and collaboratively with the property management team, senior staff, and executive leadership.

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

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.
- 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.
- 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 three 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.
- 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 paid holidays; bereavement leave and more. A hybrid work schedule is currently available though not guaranteed.

To Apply: Send cover letter and resume to info@fellowshipsquare.org.