

Director of Real Estate Asset Management



Job Summary

The Director of Real Estate Asset Management is responsible for the overall successful operations of over three thousand units in the portfolio of Partners in Housing Development Corporation (PIHDC) and Merchants Affordable Housing Corporation (MAHC) properties. The Director oversees third-party property management to ensure the portfolio is run in an efficient, economical and customer service-driven way. The Director is a member of the Leadership team and contributes to the development of new concepts and long-range operational and strategic planning.

Analyzes monthly performance and budget projections and compares to annual budget, adjusts, strategizes and problem-solves accordingly. Generating and maintaining statistical performance and trend analysis reports for property management activities for PIHDC and MAHC owned properties. Prepare weekly and monthly reports as necessary. Works with Staff to manage and direct activities for development projects, including acquisition, rehabilitation, and new construction. Assist in writing and administering capital grants as needed by the organization for the purposes of developing real-estate including HOME, LIHTC, AHP, CDBG and other sources as available.

Minimum Qualifications

Bachelor's degree from four-year College or university and one to two years related experience and/or training; or equivalent combination of education and experience preferred. Experience with Section 8 Housing, Affordable Housing Certifications, Section 42 tax credits and Continuum of Care rental assistance preferred. IHEDA-recognized certification in Section 42 compliance or other affordable housing management certifications a plus. Experience with property management practices. Valid Driver's License.

Submit resume to PIHgeneral@partnersinhousingindy.org by December 18, 2020.