



Job Description

Department	Asset Management
Job Title	Asset Manager
Reports to	Vice President of Asset Management

Job Summary:

Primary relationship manager for a portfolio of LIHTC projects, interfacing with general partners, investors, management agents and other important stakeholders. Evaluates financial information quarterly; conducts physical inspection of assets and monitors for regulatory risk to protect investors' interests. Conducts in-depth financial analysis and is proficient with data analytics tools to identify project and portfolio trends. Works with partners and stakeholders to resolve issues with any under-performing assets, and is an outstanding communicator with strong work ethic.

Essential Job Functions:

Function / Core Responsibility	Percentage of time spent on the function
Manages Relationships while Enforcing Partnership Agreements with Assigned Partners: Serves as a key relationship manager with assigned partners. Responsible for fully understanding all of the duties and obligations of the various partners involved in a partnership, and actively monitors and enforces those obligations on behalf of the investors. Must demonstrate strong interpersonal and written communication, customer service, and client management skills and an ability to negotiate beneficial outcomes while strengthening and growing OCCH partner relationships.	20%
Financial and Data Analysis: Receives, processes and analyzes financial statements and other information on a monthly, quarterly and annual basis. Must be able to efficiently identify trends, benchmark information against industry norms and assimilate information to identify the root source of emerging asset or portfolio issues. Must be able to perform data analytics.	25%
Ensures Regulatory Compliance: Conducts annual physical inspection of assigned assets in conformance with UPCS requirements. Has or will readily acquire a strong working knowledge of LIHTC regulatory compliance and is able to interpret results from compliance reviews. In doing so, is able to assess investors' risks and calculate impact	40%



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<p>on credit delivery. Must be able to read and comprehend complex legal documents and interpret federal and state regulations.</p>	
<p>Delivery of Value-Added Services to Partners: Works to deliver important value-added service to our partners by seeking to understand their needs and craft innovative solutions to meet those needs. May involve identification of training opportunities in response to partners’ needs; engaging in strategic planning sessions; or seeking innovative ways to help our partners realize their full potential.</p>	<p>15%</p>

Education/Certifications:

- Bachelor’s degree in real estate, finance, public policy, urban planning or related field preferred
- Experience in law, contract negotiations, finance, accounting, property management or Section 42 helpful
- Housing Credit Certified Professional (HCCP) designation or equivalent (must secure designation within two years of employment)
- Certified Housing Asset Manager (CHAM) designation (must secure designation within three years of employment)

Work Experience:

- 5+ years of relevant experience within the LIHTC or real estate industry or other industry where skills are clearly transferable. Knowledge of MS Teams, SharePoint, Excel, Tableau & Power BI preferred, but training can be provided.
- Work history must demonstrate competency in areas related to the key work responsibilities identified above
- Must be able to provide strong references that speak to the strength of character and depth of communication and technical skills

Knowledge, Skills & Abilities:

Strong Communication Skills: Position requires strong written and verbal communication skills. Must be able to articulate complex matters in a clear and concise manner. Includes crafting messages to influence partners’ behavior; drafting narratives to articulate well-defined action plans; and responding to investor inquiries. Includes email, memos, MS Word and MS PowerPoint.

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Organized with Strong Work Ethic: To be successful, one must be highly organized; be highly productive; and possess a strong work ethic. Maintaining high quality standards with work product is required, despite the fast-pace and high volume of work performed.

Commitment to Ongoing Professional Growth: The successful candidate will enthusiastically embrace the opportunity to continually grow and push oneself to continuously improve.

About Ohio Capital Corporation for Housing:

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, who works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$6 billion in private capital and invested in over 55,000 units of affordable housing in over 900 developments.

Our mission is to advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership. Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of **CREATING: Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, INclusion & Growth**, will guide our behaviors ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.