



## **ASSET MANAGER**

Community Housing Improvement Program has an opening for an Asset Manager. The Asset Manager is responsible for monitoring the operational and financial performance of CHIP's portfolio, benchmarking, investor and lender relationships and acquisition, refinancing and rehabilitation necessary to preserve CHIP's portfolio. The Asset Manager works closely with the Director of Finance & Asset Management and the Director of Property Management to identify and implement long term strategies to improve property performance to meet organizational objectives.

### **ABOUT THE ORGANIZATION**

CHIP is a nonprofit organization based in Chico, California that provides healthy, sustainable, affordable housing and services to qualified residents in seven North Valley counties: Butte, Colusa, Glenn, Shasta, Tehama, Yuba, and Sutter. CHIP has built more than 1,700 single-family homes and over 750 rental-housing units in their service area and is acknowledged as an innovator and leader in affordable housing issues in rural and urban areas.

CHIP assists low-income and rural disadvantaged residents, seniors and others who lack financial resources or knowledge to improve or provide adequately for their housing via the following major services:

- Construction of mutual self-help (sweat equity) housing by securing the land, construction and permanent financing, and marketing to and qualifying borrowers
- Construction of rental housing communities by securing the land and construction and permanent financing
- Self-management of rental properties owned by CHIP or its subsidiary corporations
- Management of affordable housing properties owned by other entities
- Delivery of resident service programs focused on health, education, and community building by either CHIP, partner agencies, or volunteers

"Helping People Help Themselves" is CHIP's motto.



## **ABOUT THE OPPORTUNITY**

The role of the Asset Manager is to work across multiple departments to ensure the health and growth of CHIP's portfolio. This is an opportunity for a strategically minded, organized, results driven, creative individual who is up for a challenge. It is a fast-paced ever-changing environment. Working remotely with visiting the corporate office several times a year is a possibility with this position. CHIP has a solid 45-year history and the benefit of stable leadership at all levels of the organization. Many of CHIP's 57 employees attribute their reason for staying to its overall great work environment and belief in its mission.

## **ESSENTIAL JOB FUNCTIONS**

Expertise in using proformas to evaluate options for refinance, buy-outs, and syndications/resyndications of existing owned properties that meet company financial objectives.

Closely monitor and consistently report on the operational and financial performance of the portfolio of properties relative to budgets as well as development proformas.

Responsible for monitoring the performance of the CHIP owned properties. Will review budgets, financials and audits and seek improvements to be in line with projections and owner objectives.

Work closely with property management to assure financial performance of budgets meets organizational objectives.

Prepare financial evaluation and recommendation for any portfolio-wide initiatives including development proforma budgets, benchmarking, and utility analysis.

Monitor all aspects of partnership performance of CHIP's Tax Credit portfolio including but not limited to status of proforma, equity accounts, future buyouts, debt refinancing and capital planning.

Research partnership agreements, financing documents, regulatory agreements, tax returns and other sources to determine ownership objectives.

Provide constructive input to Property Management when adverse performance trends arise and actively participate in developing corrective management plans.

Work closely with direct supervisor on refinancing opportunities and partnership buyouts.



## **ESSENTIAL JOB FUNCTIONS**

Responsible to coordinate and implement all aspects of refinancing or partnership buyouts up to and including rehabilitation, refinancing and resyndication from funding through construction and final investor payment.

Prepare and submit financing packages to funding sources and represent the corporation before the agencies to secure approvals.

Respond to various requests for information from Regulatory Agencies, lenders, and investment partners.

Coordinate and monitor timely and accurate completion of Property Tax Welfare Exemptions

Coordinate transition from development to operations including document transition, creation of property binders, regulatory compliance, budgeting, LP payment and 8609 processing.

Perform other duties as assigned.

## **WORKING RELATIONSHIPS**

### **Internal:**

The Asset Manager reports to the Director of Finance & Asset Management. They work closely with all Property Management personnel (off-site as well as on-site) and all staff in the central office.

### **External:**

The Asset Manager will routinely interact with outside vendors, Regulatory Agency personnel, lenders, and investors.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

Bachelor's Degree or graduate degree in finance, business administration, accounting or related field, or related work experience.

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Improvement Program  
July 2020**



Strong experience in affordable housing and/or multi-family residential real estate finance preferred.

**QUALIFICATIONS**

Ability to prepare financial feasibility analyses, conduct research, and prepare narrative reports and proposals.

Experience developing and implementing long-term planning.

Capability to analyze complex problems.

Ability to work effectively with development professionals, public officials, and low-income tenants.

Experience with or strong interest in non-profit organizations.

Strong attention to detail.

Excellent written and oral communication skills.

Excellent time management skills and ability to set priorities.

Flexible, pragmatic, problem-solver.

Strong computer skills primarily on Excel, Word, Access software (or comparable).

Experience with property management affordable housing software (MRI, Bostonpost or Yardi) preferred.

Abila MIP Fund Accounting software experience a plus.

For travel in course of employment: Must have reliable vehicle, current valid Driver's license and be insurable under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

**PHYSICAL REQUIREMENTS**

See Attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available, as necessary.

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**WORKING CONDITIONS**

See attached

**DEPARTMENT:** Asset Management  
**REPORTS TO:** Director of Finance and Asset Management  
**TYPE OF POSITION:** Full Time, Exempt

**SALARY:** \$60,000 - \$70,000 DOE  
**BENEFITS:** Medical Insurance (100% employer paid), Group Life Insurance, 403(b) Retirement, Vacation Leave, Sick Leave, Personal Leave, Paid Holidays

**APPLY:** Send cover letter and resume to HR@chiphousing.org  
**DEADLINE:** Friday August 14, 2020

**REVIEWED BY:** Holly McCormick, Director of Finance and Asset Management  
**APPROVED BY:** Seana O'Shaughnessy, President/CEO

**DATE DEVELOPED:** July 7, 2020  
**DATE REVISED:**

Employment with CHIP is at will for the employee and the employer.  
CHIP is an equal opportunity employer.

## Physical Demands and Working Conditions Assessment

Position Title:	<b>Office Staff</b>
Date:	<b>6/17/2014</b>

### Activity Requirements (check as many as may apply)

X	Standing	Standing is required for sustained periods of time.
X	Walking	Workers are required to move about on foot to accomplish tasks, particularly for long distances or to move from one work site to another.
	Balance	Workers are required to maintain balance when walking, standing or crouching, even on narrow, slippery or moving surfaces. Check only if the amount of balancing required could be considered excessive or out of the ordinary.
X	Climbing	Workers are required to go up and/or down stairs, ladders, scaffolding, poles, etc. using their feet/legs and/or hands/arms. Check only if the amount and kind of climbing required could be considered excessive or out of the ordinary.
X	Reaching	Requires workers to extend their hands/arms in any direction.
	Stooping	Workers are required to bend down and forward from the waist. Check only if a considerable amount of stooping occurs and if it requires full motion of the legs, feet and back muscles.
	Kneeling	Requires bending legs at the knee to come to a rest on knee(s).
X	Crouching	Requires bending the body downward and forward by bending the leg(s) and spine.
	Crawling	Workers are required to move about on hands/knees or hands/feet.
	Pulling	Requires using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
	Pushing	Requires using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
	Lifting	Workers are required to raise or lower objects or move objects from place to place. Check only if considerable lifting is required and includes substantial use of upper arms/hands and back muscles.
X	Fingering	Requires picking up, pinching, twisting, typing or working primarily with fingers (as opposed to working with the whole hand).
X	Grasping	Workers are required to hold onto objects with their fingers/palms.
X	Talking	Requires workers to express themselves by speaking. Includes conveying detailed or important spoken instructions accurately, loudly, or quickly.
X	Hearing	Workers are required to distinguish sounds at normal levels (with or without correction) and be able to receive detail information orally, and to discriminate between sounds.
X	Repetitive Motion	Requires workers to move their wrists, hands, and/or fingers repetitively.
	Other	

### Physical Requirements (check only one)

X	Sedentary Work	Requires workers to expend up to 10 pounds of force occasionally and/or smaller amounts of force frequently. The force is used to lift, carry, pull or otherwise move objects. Jobs are considered sedentary if walking and standing are required only occasionally.
	Light Work	Requires workers to expend up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or smaller amounts of force frequently. NOTE: If the work requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
	Medium Work	Requires workers to expend up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force routinely.

### Physical Demands and Working Conditions Assessment

	Heavy Work	Requires workers to expend up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force routinely.
	Very Heavy Work	Requires workers to expend over 100 pounds of force from time to time and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force routinely.
	Other	
<b>Visual Requirements (check only one)</b>		
X	Workers are required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects, operating machinery; using gauges and other measuring devices; and/or assembling parts with close eye contact.	
	Workers are required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry, plumbing, painting, and repairing machinery.	
	Workers are required to operate motor vehicles and/or heavy equipment such as forklifts, backhoes, and/or bulldozers.	
	Workers are required to review/inspect their assigned work, the work of others, or facilities or structures.	
	Other	
<b>Working Conditions (check as many as may apply)</b>		
X	Workers are subjected to inside environmental temperature changes.	
	Workers are subjected to outside environmental factors with no structural protection from the weather.	
	Workers are subjected to both inside and outside environments.	
	Workers are subjected to extreme temperatures that are typically below 32 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.	
	Workers are subjected to extreme temperatures that are typically above 100 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.	
	Workers are subjected to excessive noise including enough noise to cause workers to shout in order to be heard above the ambient noise level.	
	Workers are subjected to vibrations and/or oscillating movements of the hands/arms, legs/feet, or whole body.	
	Workers are subjected to hazards such as: operation of and/or proximity to machinery with moving parts; moving vehicles; high voltage electricity; scaffolding/high places; and/or high heat or hazardous chemicals.	
	Workers are subjected to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dust, mists, gases and/or poor ventilation.	
	Workers are frequently in close quarters such as: crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.	
	Workers are required to function in narrow aisles or passageways.	
X	None. The worker is not substantially exposed to adverse environmental conditions (normally engages in typical office or administrative work).	
	Other	
<b>Approvals</b>		
Supervisor:		
Program Director:		
H.R. Staff		