

## SENIOR ASSET MANAGER

Reports To: ASSISTANT DIRECTOR FOR ASSET MANAGEMENT

FLSA Status – EXEMPT

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Senior Asset Manager shall report directly to the Assistant Director for Asset Management and shall have the primary responsibility of maximizing the performance and value of the owner's portfolio of mixed income, tax credit and affordable multifamily properties. The Senior Asset Manager shall be responsible for monitoring property compliance and performance in meeting owner's investment goals and debt service. The Senior Asset Manager shall also gather required financial data for the formulation of the annual budgets, plans and goals for affordable property acquisitions and for the evaluation of the yearly performance.

**EDUCATION AND EXPERIENCE REQUIRED:** Bachelor's degree in finance, real estate, accounting, or closely related field. Minimum 3 years of progressive experience in different aspects of real estate acquisition, Performa development or real estate financing in affordable housing. Prefer a candidate who possesses CPM, HCCP certifications or the equivalent certification from other recognized industry associations.

**LICENSE AND CERTIFICATION:** Must be insurable by THA's insurance and possess a valid Florida Driver's License.

**SALARY RANGE:** \$50,232.00 - \$64,053.00 - \$77,875.00

We anticipate hiring between the minimum and midpoint of the range. Successful applicant will be required to pass a drug screening test for illegal drugs prior to assuming duties for this position.

**APPLICATION DEADLINE:** Thursday, December 8, 2011 by 5:00 pm

To apply, visit our website: [www.thaf1.com](http://www.thaf1.com)