



## 2 Asset Manager, Senior

Positions available at Minnesota Housing Finance Agency

**POSTING DATE:** November 17, 2016

**EXPIRATION DATE:** November 21, 2016

Minnesota Housing is hiring! We're a mission-focused bank looking for 2 candidates with asset management or property management experience to join our Multifamily team. You'll be providing asset management oversight to a portfolio of developments that have received affordable housing funds.

This role involves a lot of variety and independent work as you work on creating and coordinating proactive solutions to the challenge of providing affordable housing for all Minnesotans. You'll be responsible to build and maintain strong business partnerships with external customers. Up to 50% of your time will be spent traveling to developments to perform inspections and assist property owners with capital needs assessments.

### Essential Job Duties

As an Asset Manager, you'll be responsible for providing oversight to a varied portfolio of developments. Typical job duties include:

- Review a development's financial activities, analyze the findings, and provide direction and assistance.
- Perform inspections of a development to ensure the residents have safe and sanitary living conditions.
- Assess a development's short and long-term capital needs.
- Analyze applications for funding requests. This involves reviewing a variety of documentation including market studies, appraisals, rent and operating comparisons, financial statements, and then providing a recommendation.
- Review, analyze, and approve budgets; review and process draw requests.
- Work collaboratively with other Agency work teams to provide an asset management perspective.

### Minimum Qualifications

- 5 years of property management experience.
- Previous experience with Federal HUD programs.
- Ability to physically perform inspections of assigned properties. Involves carrying files, sitting and standing, and ability to read tenant files.
- Must have driver's license. This position involves up to 50% day travel with occasional overnight travel.

### Preferred Qualifications

- 2 years of Asset Management experience.
- Experience with complex financial review of audits, financial statements, appraisals, and market studies.
- Real estate training or education.

### Annual Salary Range

\$50,780-74,980

To Apply:

External candidates should click [here](#) to apply or copy and paste this text into your browser:

[https://careers.mn.gov/psp/hcm92apc/MNCAREERS/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&FOCUS=Applicant&SiteId=1001&JobOpeningId=9080&PostingSeq=1&languageCd=ENG](https://careers.mn.gov/psp/hcm92apc/MNCAREERS/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&FOCUS=Applicant&SiteId=1001&JobOpeningId=9080&PostingSeq=1&languageCd=ENG)

Internal candidates should go to [Employee Self Service](#) > Careers and search for Job ID 9080

Why Choose Minnesota Housing?

Our culture consists of passionate, mission-driven employees focused on delivering the best programs possible to help Minnesotans access safe, affordable housing. We invest in our employees' futures by providing a variety of professional development opportunities. We're committed to providing employees with work-life balance by offering many work schedule options, flexible schedules, limited overtime, and telecommuting options. That's why our average employee tenure is 11 years.

At Minnesota Housing, we know that affordable housing is an essential part of Minnesota's infrastructure. When you work here, you're helping to build stronger communities. We also have a national reputation as one of the finest housing finance agencies in the country.

Our top notch benefits include very inexpensive health insurance for employees, inexpensive insurance for dependents, generous vacation and sick leave plans, eleven holidays per year, and tuition assistance. We offer a defined benefit pension plan that with a guaranteed life-long benefit based on your tenure and optional pre-tax and ROTH retirement account options to supplement the pension. For more information, visit our website at [www.mnhousing.gov](http://www.mnhousing.gov).

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).