



Position Description

Title:	Director of Portfolio Management	Date: April 30, 2008
Reports To:	Vice President of Asset Management	Salary Grade:
Department:	Asset Management and Policy Development	FSLA Status: Exempt
Direct Reports:	Account Managers; Account Specialists	Completed By: EMP, COO

Position Objective

Essential position in Asset Management reporting directly to the Vice President of Asset Management. Responsible for the relationship management, servicing functions, the day-to-day coordination of Asset Management operational activities. Supervises staff involved in the asset management business line related to portfolio management and servicing activities relating to asset performance, reporting, invoicing and processing subsidy payments. Coordinates relationships with the agency partners to ensure that the business terms as documented by various agreements and contracts are being fulfilled. Oversees servicing and reporting with respect to the financial and operating performance of privately owned, mixed-finance communities and other properties in which AHA has invested as a lender, ground lessor, limited partner, and/ or subsidy provider. Monitors real estate holdings and other assets to ensure the organizational goals and objectives are met.

Essential Functions

- Manages staff of Account Managers and Account Specialists responsible for daily asset management activities. Determines responsibilities of assigned organization and staff positions to accomplish business objectives in accordance with all business requirements. Trains and ensures all assigned employees are aware of and comply with organizational, regulatory, and customer service policies, procedures, and regulations.
- Reviews and monitors periodic asset performance during the construction, lease-up, loan conversion and permanent loan phases. Prepares and submits reports along with detailed summary of findings and proposed recommendations for improvement based on findings.
- Works closely with Vice President of Asset Management to assist in the financial modeling, evaluation and underwriting of proposed real estate transactions and makes recommendations regarding opportunities and strategies to maximize the use of existing assets.
- Identifies new investment opportunities related to repositioning of the organization's assets and participates in strategy discussions relating to the asset.
- Participates in due diligence process for the organization's proposed real estate transactions or other transactions, as needed. Recommends changes, as necessary, to existing departmental procedures and processes to support monitoring and oversight of the organization's assets.

- Develops and maintains effective professional relationships with internal and external peers.
- Ensures interdepartmental coordination of asset management activities in support of the organization's entire asset portfolio
- Assists in developing the business requirements for the Asset Management system.
- Performs other related duties as required and/or assigned.

Education and Experience:

Bachelor's degree in Business Administration, Finance, Real Estate or related field with a minimum of four (4) years of directly related business experience required, preferably in the commercial real estate, banking/ financial services, or asset management industries. Advanced degree, preferably a Master of Business Administration (MBA), Finance or Real Estate, is a plus, but not required. Work requires demonstrated leadership performance in positions of increasing responsibility, independent decision-making and judgment, communication and organizational skills. Position requires demonstrated knowledge of finance and accounting practices, including relevant exposure to multifamily and commercial real estate financing. Demonstrated ability to develop and execute solutions to complex issues and transactions. Experience applying financial analysis skills in the context of acquisitions and dispositions, is strongly preferred. Must have progressive background in commercial real estate and demonstrate a thorough knowledge and understanding of multifamily financing (equity and debt) analysis and awareness of real estate management/operations. Demonstrated ability to plan, develop and negotiate contracts/agreements with finance and legal professionals is essential. Ability to read, interpret and summarize complex transaction documents in the real estate transaction context is essential. Work requires strong supervisory skills, superior verbal and written communication abilities, organizational skills and demonstrated proficiency of current office technology and software application(s), especially Microsoft Excel, and demonstrated use of such technology/applications on a regular basis.

Knowledge and Skill Requirements:

Advanced analytical and quantitative skills are required. Must be extremely well organized to meet specific internal and external deadlines. Must be enthusiastic, energetic and results oriented. Requires extreme attention to detail and a thorough understanding of business practices related to asset management, real estate investment, and real estate finance. Must have a strong professional presence and be a strong relationship builder.

Working Conditions

Office environment but position involves some travel and site-visits outside of the office.