



## **VICE PRESIDENT OF PORTFOLIO MANAGEMENT**

Homes for America, Inc. (HFA), based in Annapolis, Maryland, is a 501(c) (3) nonprofit organization which develops and owns affordable housing in the mid-Atlantic states of Maryland, Pennsylvania, Delaware and Virginia. HFA's mission is to create and preserve affordable service enriched housing for low and moderate income families, seniors, and persons with special needs. HFA has developed 81 communities with more than 6,500 apartments, with an additional seven rental communities with more 600 apartments under construction or in development.

The Vice President of Portfolio Management is a member of the senior leadership team, reports to the President & CEO and works closely with the Executive Vice President of Real Estate Development, Chief Financial Officer, and Vice President of Service Enhanced Housing. The position supervises staff consisting of a two Portfolio Managers, a Portfolio Management Coordinator, and a number of contract employees. Given HFA's expanding and aging portfolio and busy pipeline, the position is integral to HFA's success by ensuring that properties are maintained in accordance with HFA's standards, providing high quality, affordable housing for HFA residents.

Position responsibilities include:

- Responsible for all aspects of HFA's portfolio, ensuring that properties meet HFA high standards.
- Lead and direct several third-party property management companies to ensure uniform and consistent management of the properties which meets HFA standards.
- Complete refinance and repositioning transactions as needed, in coordination with HFA's Portfolio Work Group, to improve property physical condition and strengthen property financial performance.
- Responsible for all aspects of financial performance of the properties, including approving annual operating budgets, reviewing HFA's risk rating analysis, monitoring occupancy, and reviewing monthly financial performance.
- Identify and obtain a variety of funding resources as needed to ensure properties are maintained in excellent physical condition.
- Assist development staff with evaluation of new acquisition opportunities and oversee lease up of new pipeline projects, ensuring smooth transition from completion of development to portfolio management oversight.
- Represent HFA in conferences, workshops and industry panels relating to portfolio management.

Applicants must have at least five years of real estate development experience, ideally in the affordable housing field in a senior leadership position, supervising staff. The applicant should demonstrate strong leadership skills and be adept at problem solving. Attention to detail, an ability to work collegially, and a strong commitment to HFA's mission and high standards is required. A Bachelor or Masters Degree in a related field is preferred.

HFA has competitive salaries and excellent benefits with offices overlooking the Annapolis Harbor. HFA is an equal opportunity employer.

Email cover letter with salary requirements and resume to Kenyaetta Bush at [Kenyaetta@homesforamerica.org](mailto:Kenyaetta@homesforamerica.org).