Columbus Property Management and Development, Inc. is dedicated to creating and managing affordable, equitable, and sustainable housing solutions that empower residents and strengthen communities. As part of Mission First Housing Group, we serve families, seniors, veterans, individuals with disabilities, and other populations through thoughtfully developed and well-managed properties.

We are seeking an Asset Manager that supports the financial, physical, and operational performance of Mission First's affordable housing portfolio. Reporting to the Director of Asset Management, this role monitors property performance, analyzes financial and operational results, and works with property management to support occupancy, collections, and net operating income across an assigned group of properties.

The Asset Manager helps maintain reliable portfolio reporting, supports compliance with affordable housing program, lender, and investor requirements, and uses technology to improve the accuracy and efficiency of asset management work. This is a support-level role that builds the analytical and operational foundation for effective portfolio oversight.

Location: Washington, DC
Schedule: Full-Time
Pay Range: $80,000.00 - $105,000.00 per year

What you'll do as an Asset Manager

- Monitor the financial and operational performance of assigned affordable housing properties, including occupancy, collections, delinquency, and expense trends.
- Track performance against approved budgets, business plans, and lender or investor benchmarks; flag variances to the Director of Asset Management.
- Help maintain portfolio watch lists and property action plans for assets requiring closer oversight.
- Identify early signs of financial or operational challenges and support corrective action with property management.

Financial Analysis and Budgeting Support

- Review monthly financial statements, operating reports, and rent rolls.
- Perform variance, forecasting, and trend analyses and prepare supporting schedules.
- Assist with annual operating and capital budgets, including reviewing assumptions and reserve levels.
- Support analysis of cash flow, surplus cash, reserve balances, and distributions.

Compliance and Reporting Support

- Support compliance monitoring for affordable housing programs, including LIHTC, Section 8 HAP, HOME, and USDA, in coordination with the Compliance team.

- Assist with lender, investor, and regulatory reporting, and track reporting deadlines and loan covenant requirements.
- Prepare recurring and ad hoc reports on property and portfolio performance for the Director of Asset Management and senior leadership.

Property Management Collaboration

- Partner with property management to support occupancy, revenue, expense control, and resident stability.
- Participate in property visits and regular property management meetings.
- Help identify opportunities to increase revenue and control costs, and track follow-up items to completion.
- Coordinate with responsible parties to support the resolution of property-level issues.
-

Data, Technology, and AI Tools

- Build and maintain trackers, dashboards, and reporting workbooks that consolidate portfolio data from multiple sources.
- Use approved AI and automation tools to summarize documents, analyze data, draft correspondence, and improve routine reporting.
- Review AI-assisted work for accuracy and follow organizational data governance and confidentiality standards.
- Recommend ways to streamline recurring asset management workflows through technology.

Transactions and Special Projects

- Assist with due diligence for acquisitions, dispositions, refinancing, and Year 15 activity, including data gathering and financial analysis.
- Support special projects and portfolio initiatives as assigned by the Director of Asset Management.

Required Qualifications

- Bachelor's degree in finance, Real Estate, Business Administration, Accounting, Economics, or a related field. Equivalent relevant exempt work experience may be considered in lieu of a degree.
- Two to four years of experience in asset management, real estate finance, property operations, compliance, or financial analysis.
- Affordable housing, LIHTC, or multifamily experience preferred.
- Experience with affordable housing programs such as LIHTC, Section 8 HAP, HOME, or USDA, and with nonprofit or mission-driven organizations, preferred.
- Strong financial analysis skills and advanced proficiency in Excel.
- Experience with property management and accounting software, such as Yardi.
- Working knowledge of AI and automation tools, with the ability to apply them responsibly to analysis, reporting, and document review.
- Proficiency with Microsoft Office and comfort learning new technology.
- Strong organizational, analytical, communication, and problem-solving skills.

Preferred Certifications

- Asset Management Specialist (AMS) designation from the Consortium for Housing and Asset Management, or willingness to obtain it.
- Additional affordable housing certifications, such as HCCP, SHCM, or C3P, preferred.

Skills & Competencies

We're looking for someone who is:

- Passionate about affordable housing and community development
- Detail-oriented and highly organized
- Self-motivated and able to work independently
- Collaborative and relationship-focused
- Curious, adaptable, and eager to learn
- Effective at problem-solving and meeting deadlines

Why Join Us?

At Mission First Housing Group, your work has a purpose. We offer a supportive team environment, opportunities to strengthen your maintenance skills, and a competitive benefits package that may include:

- Medical and vision insurance
- Dental insurance
- Company-paid retirement contributions through our 403(b) plan
- Company-paid life insurance
- Company-paid short- and long-term disability coverage
- Generous paid time off
- Employee Assistance Program
- Tuition reimbursement
- Wellness Reimbursement Program

Benefits.and.eligibility.may.vary.based.on.employment.status¡

Mission First provides equal employment opportunities to all employees and applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Mission First prohibits discrimination and harassment of any type.

EOE M/F/D/V/SO