

## **Asset Manager/MOR Specialist**

A major housing finance firm located in downtown Chicago is seeking a highly qualified professional in the Asset Management Services department. The Asset Manager/MOR Specialist is a real estate professional who is an essential part of the Asset Management team for a portfolio of 80 to 85 multi-family affordable housing developments. The Asset Manager/MOR Specialist coordinates with on-site property management staff, property supervisors, and property owners to conduct Management and Occupancy Reviews, which includes tenant file reviews related to the HOME Program, to ensure compliance with federal, state and IHDA regulations, and to develop solutions for issues and special requests that arise.

The Asset Manager/MOR Specialist will be assigned to monitor a portfolio of developments assisted with (i) federal rental subsidy programs (Section 8 and Section 236) or (ii) other federal and state subsidy programs. The Asset Manager/MOR Specialist will be assigned to a Regional Team organized by geography to maximize monitoring coverage and communication among team members. Regional Teams are responsible for completing the required asset management functions. Assignments to portfolios and Regional Teams are not permanent and may be changed at the discretion of the Managing Director of Asset Management.

Education and Experience requirements:

- Bachelor's Degree and 2 years' experience in real estate experience required (on-site property management or affordable housing compliance/asset management) with exposure to budgeting, fiscal management, program compliance and occupancy standards
- Computer proficiency and strong written and verbal communication skills required
- Professional property management accreditation, e.g., CPM, ARM, NAHP, CDO, etc. and experience with Fair Housing regulations desired
- Travel and use of personal vehicle for transportation required

Excellent benefits package, including 401 (k); immediate vesting.

To Apply:

Submit resume and salary to:

<https://home2.eease.adp.com/recruit/?id=13241872>

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