



Asset Management Coordinator

The Asset Management Coordinator (AMC) is responsible for supporting Fenway CDC's goals for the organization's 500+ unit rental housing portfolio and ensuring its long-term care, maintenance, financial health, and performance. The AMC will also interact with a variety of stakeholders and play a role in overseeing Fenway CDC's real estate assets as places where residents enjoy long-term health, social mobility and economic advancement. The candidate will work collaboratively across multiple departments and with our 3rd-party property management agent to coordinate reporting, compliance, and capital improvement projects. This position is a full-time, exempt position and reports to the Head of Real Estate.

DUTIES AND RESPONSIBILITIES

- Initially with support from Real Estate Project Manager (REPM) in charge of Asset Management, and then independently, oversees and coordinates with property managers on maintenance work order tracking; vacancy tracking & follow up on lease-up issues; rental arrearages tracking; and assistance with & follow up on rental assistance applications
- Initially with support REPM in charge of Asset Management, and then independently, develops and implements climate resiliency and emissions reduction related strategies for portfolio. Identifies funding opportunities to execute these measures
- Initially with support REPM in charge of Asset Management, and then independently, provide regular dashboard portfolio reports to Real Estate team, Housing Committee and the Fenway CDC Board
- Initially with support REPM in charge of Asset Management, and then independently, monitors and ensures receipt of cash flow, fees and incentives due to owner from each property
- Supports the Director of Finance and other finance staff and consultants on property-related accounting functions including the annual audit process and account reconciliations as needed
- Works with property management staff to develop annual property budgets, analyze monthly property financial statements and review them with property managers
- Works in partnership with property managers and maintenance staff to ensure that the physical condition of the rental housing portfolio is preserved and well-maintained
- Reviews Capital Needs Assessments (CNAs) and ensures appropriate replacement reserves are in place for future needs; updates/procures CNAs in accordance with industry best practice. Monitors and approves all capital spending
- Coordinates with property managers on all real estate insurance claims for properties
- Coordinate with Community Programs department towards maintaining stable tenancies for Fenway CDC portfolio residents
- Work to build relationships with service partners and negotiate and monitor supportive service contracts as needed
- Serves as the primary contact for investors, management agents, federal, state, and local partners, and residents regarding asset management of Fenway CDC's portfolio

QUALIFICATIONS

Fenway CDC does not expect any one candidate to meet all the criteria below but rather hope you will apply if the role and responsibilities excite you.

Required Skills, Abilities, Education and Experience:

- Financial statement analysis and preparation
- Property budget preparation
- Proficient with Microsoft Office Suite, in particular Excel
- Experience in database management

- Familiarity with building decarbonization strategies
- Familiarity with building construction/systems/capital projects
- Bachelor's degree or equivalent; work experience may be substituted for degree

Preferred Skills, Abilities, Education and Experience

- Knowledge and experience in affordable housing
- 1-3 years property management and/or real estate asset management experience; training and coursework in these fields are a plus
- Must be able to handle and protect the privacy of highly sensitive, confidential information
- Proactively anticipates, manages and constructively resolves conflicts and disagreements; engages in trauma-informed communication practices; identifies ways conflict can lead to positive change
- Demonstrates respectful and effective communication with colleagues and residents/tenants – meeting people where they are
- Demonstrates a high level of emotional intelligence, treats others ethically and fairly, and displays integrity and honesty
- Possesses ability to self-direct, strong attention to detail and commitment to excellence in work product while handling multiple projects at one time
- Bilingual Spanish speaker preferred; language skills in Mandarin, Russian, Portuguese, Haitian Creole, and/or Amharic are also encouraged to apply

SALARY & BENEFITS

Salary will be commensurate with experience within the range of \$68,000 to \$72,000. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation (4 weeks), and holiday (12 days) leave.

To Apply:

Please email resume and cover letter speaking to your interest and skills for this position to projects@fenwaycdc.org. Applications are encouraged by **April 28, 2025**, and will be reviewed and evaluated on a rolling basis and interviews subsequently scheduled.

Fenway CDC (www.fenwaycdc.org)

Since its founding in 1973, Fenway Community Development Corporation (Fenway CDC) has worked tirelessly to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. In addition to owning and managing more than 575 affordable housing units we provide a range of community service programs and organize neighborhood residents for a variety of social and political causes. We envision the Fenway as a unique neighborhood with extraordinary access to jobs, education, healthcare, housing, open space, public transit, and the arts. We are a 19 -person, tight-knit organization based out of 70 Burbank St. in East Fens.

Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.