



Position Description

Position Title:	Vice President of Asset and Property Management
Department:	Asset Management
Reports To:	President/CEO
FLSA Status:	Exempt
Created:	June 2024

SUMMARY

ICCF Community Homes is the oldest nonprofit affordable housing developer in Michigan. We envision a vibrant West Michigan with connected neighbors, housing justice and abundant opportunity. ICCF believes all people deserve safe, beautiful affordable housing. We serve over 2000 people each year with affordable housing options and supportive services. Our mission is Equitable Opportunity, Affordable Homes, Thriving Neighborhoods.

ICCF Community Homes seeks a passionate and visionary **Vice President of Asset and Property Management**. In this crucial role, you will lead a high-performing team overseeing the management of our 650-unit portfolio, comprised primarily of Low Income Housing Tax Credit (LIHTC) funded properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Asset Management:

- Provide strategic leadership and direction for the asset management department.
- Oversee the daily operations and management of our 650-unit portfolio, ensuring resident satisfaction, regulatory compliance, and adherence to LIHTC program requirements.
- Develop and implement comprehensive asset management strategies to maximize the financial performance and long-term sustainability of the portfolio.
- Conduct regular property inspections and evaluations to identify potential risks, maintenance needs, and opportunities for improvement.
- Manage project budgets and ensure efficient allocation of resources across the portfolio.
- Foster a culture of safety, sustainability, and continuous improvement within the department.
- Collaborate with the development team to ensure seamless transition of new construction projects into the management portfolio.
- Implement energy-efficient and environmentally friendly practices across the portfolio.
- Analyze financial reports, market data, and industry trends to inform strategic decision-making.

SUPERVISORY RESPONSIBILITIES:

- Senior Compliance Manager

- Senior Property Manager
 - Leasing Coordinator
 - Property Managers
 - Site Managers
- Facilities Manager
 - Facilities Operations Supervisor
 - Construction and Maintenance Supervisors
 - Construction Technicians
 - Maintenance Technicians
 - Appliance Technicians
 - Compliance Technician
 - HVAC Technician

KNOWLEDGE, SKILLS, AND ABILITIES QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Business Administration, Finance, Real Estate, or a related field or equivalent experience. Advanced degree preferred.
- Minimum 10 years of experience in asset management or property management, with a proven track record of success in a similar sized portfolio.
- Demonstrated expertise in LIHTC program requirements and compliance.
- Strong understanding of asset management strategies, financial analysis, and risk management practices.
- Excellent financial management and budgeting skills.
- Experience leading and motivating a team.
- Exceptional communication, interpersonal, and negotiation skills.
- Strong analytical and problem-solving skills.
- Proficiency in relevant property management software and financial modeling tools.
- Strong commitment to the Christian faith.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to work with mathematical concepts such as probability, statistical inference, regression analysis, etc.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Michigan Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

BENEFITS:

- Competitive salary and comprehensive benefits package.
- The opportunity to make a significant impact on the lives of low-income families.
- Be part of a mission-driven organization with a strong commitment to community.
- Professional development opportunities and support for continued education.

ICCF Community Homes is an equal opportunity employer. We value diversity at our organization and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Join ICCF Community Homes and help us build a brighter future for low-income families through strategic asset management and sustainable housing solutions!

To apply, please send a cover letter and resume to hr@iccf.org.