

# **Asset Manager**

## **Job Opening Announcement**

Omni Development Corporation  
810 Eddy Street, Providence, Rhode Island 02907  
401.461.4442  
**Sharon S. Morris, Executive Director**

The position of **Asset Manager** will function under the supervision of the Executive Director and be responsible for a variety of duties that relate to managing the real estate assets of Omni Development.

### **Essential Duties and Responsibilities**

The primary function of the Asset Manager is to assist in all aspects of the administrative, financial, capital and operations of the assigned portfolio.

### **Essential Functions:**

- Oversee local third party property managers and leasing agents.
- Propose goals and objectives for each property.
- Assist in the preparation and approval process of property operating budgets.
- Monthly review of operating statements.
- Prepare and file all monthly, quarterly and annual reports required by equity funders and lenders engaged on Omni projects
- Ensure compliance with HOME regulations, low income housing tax credit regulations and other state and federal regulatory requirements
- Assist in the due diligence and underwriting of potential acquisitions.
- Financial analysis, market studies and industry standard reporting (i.e. variance reporting, discounted cash flows, IRR's, etc.)

### **Training/Education:**

- Bachelor's Degree required with a concentration in business, finance, accounting and/or real estate.
- Industry Accreditations Required (HCCP, ARM/CPM, etc)

**Experience/Skills:**

A minimum of 7 years relevant experience.

The successful candidate will be able to demonstrate the following:

- Good communication skills, both verbal and written
- Be inspired by the organization's Mission and Vision statements
- Be able to create, manipulate and analyze spreadsheets
- Ability to work with financial concepts and perform financial analysis
- Remain organized, be detailed oriented, and able to meet deadlines
- Be able to function as a member of a management team, including Omni staff/colleagues as well as outside vendors and consultants who have diverse interests and backgrounds
- Be willing to take a leadership role in various meetings, including holding outside parties accountable for all contractual obligations
- Exhibit a willingness to assume additional duties and responsibilities as may be necessary to ensure the continued success of Omni's present and future housing developments

**Compensation:**

Competitive salary range (depends on experience) with excellent package of fringe benefits including medical and dental insurance, group life, liability insurance and flexible spending account.

**Sharon S. Morris, Executive Director  
c/o Ashley Barge  
abarge@omnidevelopmentcorp.com**

Omni Development Corporation  
810 Eddy Street  
Providence, Rhode Island 02905

*Omni Development Corporation is an Equal Opportunity Employer. Minorities and women are especially encouraged to apply*