



**Title:** Senior Associate/Associate, Asset Management  
**Direct Report:** Director, Asset Management  
**Indirect Report:** Chief Financial Officer  
**FLSA Status:** Full-Time Exempt

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## **ABOUT US**

Camber Property Group has been making an impact in the affordable housing market in New York City for years, developing innovative projects and preserving much-needed affordable housing in communities across the five boroughs. The firm focuses on three primary business lines: acquisition and preservation of existing affordable housing assets, new construction of affordable, mixed-income and supportive housing, and new construction and acquisition of transitional housing. Camber's Investment Management team consisting of Acquisitions, Asset Management, Construction Management and Accounting professionals has built an integrated platform that currently manages ~7,000 units across 31 projects, predominately located in the New York metro area.

## **POSITION SUMMARY**

The Asset Management Senior Associate/Associate (AM Associate) will be responsible for all asset management functions of a portfolio of multifamily assets. The AM Associate will work with project team members to create and execute the business plan of each multifamily property under her/his management and develop strategies and solutions to optimize performance of each property, consistent with the company's goals and strategic objectives. The AM Associate will provide assistance to junior staff, teaching and supporting them as they navigate the asset management process and life cycle for each investment. The AM Associate is expected to be a hands-on team member who has a keen eye for detail while working in a highly collaborative and entrepreneurial work environment. The position is based in New York City and will report to the Director of Asset Management.

## **KEY RESPONSIBILITIES**

- Manage the execution of each property's business plan. This includes:
  - maintaining comprehensive oversight of all elements of financial performance to drive NOI and cash flow available for distribution
  - analyzing operating statements, management & performance reports, and forecasts to identify inefficiencies and value-add opportunities

- developing and executing property specific operational plans to ensure property operations are being optimized
- managing timelines and budgets on a range of special projects; inclusive of renovation projects or major capital improvement projects in collaboration with Construction Management team
- executing asset disposition and refinancing alongside various company functions
- Manage the annual budgeting processes for portfolio properties under her/his management.
- Review various contracts and negotiate with contractors, vendors, and consultants, as needed
- Oversee compliance with JV operating agreements, management agreements, regulatory agreements, and loan documentation.
- Create ad hoc presentations and reports for internal and external use.
- Communicate frequently with property manager(s) to understand property operations, resolve tenant issues, address building maintenance needs, oversee compliance with local regulations and laws; inclusive of collaborating with property managers, expeditors, and vendors to clear DOB, ECB, FDNY and HPD violations.
- Collaborate with various company functions (acquisitions, development, and construction management) to develop business plans and objectives, inclusive of leasing strategy, expense management strategy, operational plans, and capital improvement plans for new acquisitions and existing portfolio properties.
- Conduct site inspections to assess property conditions, and to ensure maintenance & repair work is in compliance with safety requirements, Camber standards, and quality requirements.
- Coordinate resolution of insurance and legal matters associated with the property and/or lenders with Camber's insurance broker and third-party consultants. Collaborate with counsel on contracts and various documents.

**REQUIRED EXPERIENCE:**

- 4-7 years of relevant asset management experience with NYC multifamily properties

**DESIRED EXPERIENCE:**

- In-depth understanding of property operations, NYC rent regulations, and leasing processes
- Knowledge of affordable housing landscape, regulatory agreements, and financing structures is a plus
- Familiarity of HPD, HUD, and NYCHA assisted housing programs is a plus
- Demonstrated ability to analyze financial reports to evaluate the performance of a multifamily property
- Understanding of reporting requirements for institutional investors
- Demonstrated ability to analyze and interpret complex documents and respond effectively to the most sensitive inquiries, and to interface with a diverse population
- Exceptional financial analysis skills; advanced in Microsoft Excel and PowerPoint
- Ability to translate data and analysis into clearly written recommendations and presentations

## **QUALIFICATIONS:**

- Bachelor's degree in Real Estate, Architecture, Urban Planning, Finance, Accounting or other relevant field
- Strong interest in affordable housing and/or asset management
- Ability to work on multiple projects and handle confidential information
- Ability to conduct site visits to identify issues and create solutions
- Self-starter who can identify project priorities independently
- Real Estate ownership mentality, drive NOI and cash available for distribution in the most effective manner possible.
- Articulate, decisive, and effective communicator with a both internal and external executives, investors, and lenders.
- Experience with Yardi and RealPage is a plus.

## **POSITION TYPE/EXPECTED HOURS OF WORK**

- Full-Time; Monday – Friday

## **WORK ENVIRONMENT**

- This job operates primarily in an office environment but may occasionally require travel within New York City and the Tri-State area (NY, NJ, and CT)

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

## **Disclaimer**

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.