

POSITION ANNOUNCEMENT



Senior Asset Manager

Orlando Neighborhood Improvement Corporation
Orlando, FL

Career Opportunity

Orlando Neighborhood Improvement Corporation (ONIC) seeks strategic, results-oriented professional to serve as its next Senior Asset Manager. The ideal candidate will have a deep understanding of the affordable housing market, strong financial acumen, and a proven track record in asset management.

Mission: ONIC believes that people in stable, affordable, and service-enriched homes are healthier, plus perform better in their jobs and school. ONIC feels compelled to develop stable housing that improves the quality of life for the families and individuals who call communities their home.

Reporting Structure: The Senior Asset Manager reports to the Chief Finance Officer.

Total Staff and Budget: 20 staff members and an annual budget of \$3.2M

Salary & Benefits: The salary is commensurate with experience and is in the \$90,000 range. Benefits include (12) paid holidays, accrued vacation, and sick time, (4) medical insurance options, dental and vision insurance, short and long-term disability, a 403b retirement plan and a health saving account option.

Working Environment/Location: Hybrid/Orlando, FL

The Orlando Neighborhood Improvement Corporation (ONIC) is expanding their team with a new Senior Asset Manager position. ONIC's approach to affordable housing is carried out through Asset Management focused on maintaining the investment of the portfolio.

Key Responsibilities of the Senior Asset Manager

The Senior Asset Manager is responsible for the oversight and management of the operating real estate portfolio owned and operated by ONIC, its affiliates, and its partnerships. The ideal candidate will have a deep understanding of the affordable housing market, strong financial acumen, and a proven track record in asset management. ONIC's existing portfolio, which includes 11 properties and 1,359 units, serves an essential role in providing affordable housing in an increasingly competitive market. By executing its focused asset management strategy, ONIC will ensure that these properties continue to serve as vital housing resources for low-to-moderate income residents.

Responsibilities include:

- Oversee and manage a diverse portfolio of affordable housing assets, including oversight of the financial and physical condition of the properties, budgets, cash management, and long-term planning.
- Monitor all debt and equity financing requirements, including HUD and Section 42 LIHTC compliance.
- Evaluate and manage property management performance while identifying and managing refinancing and repositioning opportunities across the portfolio.
- Develop and implement strategies to maximize asset value and minimize risk including energy efficiency, insurance structuring, emergency preparedness, compliance, and property management policies.
- Prepare and present annual and quarterly progress reports to the CFO, CEO, Board of Directors, and Board Committees; maintain reporting compliance for investors, lenders, and all partners.
- Coordinate with resident services the needs of residents and resident boards; ensure that resident programs are budgeted for, and that property management is assessed as needed.
- Manage and coordinate the work of project teams including architects, contractors, engineers, consultants and property managers to ensure adherence to project budget and schedule, cost containment, regulatory compliance, and quality control.
- Negotiate agreements or secure bids; review bids presented by the property management companies and make recommendations for changes or approval to ONIC leadership.
- Oversee marketing and lease up programs for new properties in coordination with the real estate development team and CFO.

The Ideal Candidate Profile

The ideal candidate will possess the following qualifications:

- Bachelor's degree in business, real estate, management, finance, urban planning, public administration, property management, and/or asset management.
- Minimum of five to seven years of asset management experience, preferably with affordable multi-family housing.
- Proven skills in managing affordable housing small-scale rehab and affordable housing construction projects ranging from \$5,000 to \$500,000 preferred.
- Experience with federal, state, local housing programs and funding sources including LIHTC, HOME and CDBG.
- Strong organizational and project management skills and ability to coordinate complex activities, manage conflicting demands, and meet deadlines.
- Excellent communication skills and ability to engage with others in a collaborative environment.
- Ability to create and analyze real estate financial reports and budgets.
- Proficiency with Microsoft Office, especially Excel.
- Current driver's license and proof of motor vehicle liability insurance required.

About ONIC

ONIC is dedicated to preserving, managing, and strengthening the existing portfolio of affordable housing properties. This involves addressing physical and financial needs of ONIC's owned properties,

which over time require comprehensive renovations to be of sound quality and affordability. A priority for ONIC is to address the physical needs of the existing portfolio of properties. The current focus leading into the next five years is on completing strategic redevelopments and comprehensive rehabs and including sustainability and overall facility improvements.

Founded in 1985, the Orlando Neighborhood Improvement Corporation (ONIC) is a nonprofit housing development organization dedicated to building and maintaining affordable communities with enhanced services in Central Florida. For nearly four decades, ONIC has delivered quality, affordable multi-family rental housing that supports long-term housing stability for low-to-moderate income families across the region. ONIC has developed more than 26 affordable and mixed-income communities and manages a portfolio of over 1,500 rental homes. ONIC has built an award-winning track record of creating well designed, quality housing and living environments. Its communities include fully affordable developments as well as mixed-income communities where affordable units are integrated with market-rate housing.

Want to know more? visit <https://orlandoneighborhood.org/>.

Orlando Neighborhood Improvement Corporation is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Orlando Neighborhood Improvement Corporation's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

How To Apply

Join the ONIC team and play a critical role in shaping its future while driving impactful change in the community.

To apply, click on the link for this position at <https://jobs.armstrongmcguire.com/>. You will see instructions for uploading your compelling cover letter, resume, and salary requirements. Cover letters should be responsive to the mission of ONIC as well as the stated responsibilities and qualifications.

Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. **No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.**

About Armstrong McGuire

Armstrong McGuire is a national executive search, fundraising, and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning.