



Job Description: Director of Asset Manager

Location: Hoboken, NJ

About Us:

Rockabill is an expansive affordable housing consultant and developer based in Hoboken. Rockabill was founded in 2007 and consults/develops/owns properties in New York City and New York State. We develop affordable, workforce and supportive housing. Rockabill's development projects, including our pipeline, total 13,000 residential units in over 80 projects. We currently oversee and asset-manage 8 assets and 7 property management companies.

Life at Rockabill:

Rockabill is a rewarding work environment to be a part of—the team is comprised of thoughtful, creative, reputable and talented staff members with a diverse variety of backgrounds that color our projects, our conversations, and our impact on the housing world. In this position, you will work with all our different teams, helping, learning from, and adding to our culture. We highly encourage professional development and look forward to incorporating new ideas into our current systems. For more information, please visit www.rockabill.com. Please apply to info@rockabill.com

Position Summary:

Develop and formalize asset management strategy and processes to maintain and improve assets

- Provide proactive, hands-on asset management
- Lead asset-specific transactions including refinancings
- Contribute to a portfolio-wide strategy to maximize value and optimize resources

Responsibilities:

- Support implementation of initiatives and strategies across Rockabill's diverse portfolio of affordable housing assets that benefit from project-based and tenant voucher rental subsidies, LIHTC, and/or other forms of federal, state, or local subsidy.
- Monitor and analyze operational, financial, and business plan performance including reviewing rent rolls, financial statements, budget variance analysis, and reports surrounding collections, leasing, legal, and violation reports.
- Assist in preparing and ensuring timely delivery of reporting and analysis to partners, lenders, and internal stakeholders.
- Prepare and/or analyze construction and operational requisitions, track and manage reserve requests.
- Maintain asset management reporting and internal trackers, evaluating and presenting property-level and business plan performance to leadership.
- Collaborate with operating and joint-venture partners on respective responsibilities.
- Conduct site visits and manage third party property managers and site staff on day-to-day operations.
- Stay informed on material changes to national and local affordable housing trends and policies to assist in strategic decision making.



Who Will Be a Good Fit:

- 5+ years of multifamily asset or property management experience.
- Collaborative team player with a positive attitude, strong interpersonal skills, strong work ethic, ability to handle multiple assignments, excellent follow-through, and attention to detail.
- Demonstrated success evaluating, designing and / or re-engineering strategies and procedures to improve property level / portfolio performance.
- Strong knowledge of Section 8, Section 42 (LIHTC) and NYC regulatory programs.
- Strong organizational and communication capabilities, with the aptitude to distill detailed information and clearly convey insights to both internal teams and external partners.
- Strong financial modeling and accounting skills with a high level of attention to detail and accuracy.
- Ability to write effective business correspondence and to communicate effectively across platforms.
- Ability to independently manage projects and responsibilities across multiple assets, skill sets and timelines.
- Ability to prepare financial feasibility analyses and strategic plans, conduct research, review portfolio related documents/agreements.
- Strong analytical and execution abilities including analyzing problems, identifying multiple resolution scenarios, evaluating recommendations, and implementing solutions.
- Hands-on experience with Yardi is preferred along with strong working knowledge in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook)
- Demonstrate strong intellectual curiosity, time management skills, and innovative entrepreneurial approach to projects, tasks, and interactions.
- Ability to travel periodically for site visits.

Base Salary Range:

The anticipated salary range for this position is \$150,000 to \$175,000 per year with bonus based on performance. The specific offer will be determined based on your relevant experience and expertise.

Benefits:

- Competitive salary and performance-based bonuses.
- Comprehensive health, dental, and vision insurance.
- Pension plan with company match.
- Generous paid time off policy.
- Opportunities for professional development and career advancement.

Rockabill is an equal opportunity employer. Rockabill recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, and other protected status as required by applicable law. We have a clear vision: to be a place where a diverse mix of talented people want to come, to stay and do their best work.