

Position Title: Vice President, Portfolio Operations

Location: New York, NY (regular travel across the portfolio)

Company Overview: Tredway is a leader in the affordable housing industry, dedicated to investing in and developing properties that provide quality housing solutions. Our mission is to create and manage sustainable housing communities that contribute positively to the neighborhoods we serve.

Position Summary: The Vice President, Portfolio Operations sits at the intersection of portfolio/asset management and property operations oversight. This person is intended to oversee third-party management companies across the portfolio, evaluate and standardize operating procedures, and participate in executing capital and renovation projects. This role is not intended to supplement property management responsibilities, but to ensure operational accountability and provide key strategic and financial operating analysis that underpins each asset's business plan. This is a hybrid role: part asset manager and part property operations lead.

Key Responsibilities

- **Property Operations & Management Company Oversight**
 - Conduct regular site visits across the portfolio and collaborate with third-party property managers and site staff on day-to-day operations around facilities management, maintenance, and compliance.
 - Serve as ownership's direct, in-person point of accountability for management companies, verifying that operations and maintenance meet Tredway's standards, and escalating gaps between what is reported and what is happening on-site.
 - Work with managers on identifying, tracking, and resolving HPD, DOB, ECB, FDNY, and other municipal violations across the portfolio.
 - Coordinate with property managers to respond to agency audits, inspections (NSPIREs, MORs), and investor or lender reviews.
 - Understand operational progress and its impacts to financial and business plan, escalating issues and providing solutions to asset management and leadership teams.
 - Develop, implement, and monitor operational procedures and best practices to improve property performance.
- **Construction & Capital Projects**
 - Oversee capital renovation and construction projects across the portfolio, from scope development through close-out, including day-to-day coordination with general contractors, architects, and engineers.
 - Track project budgets, schedules, and scope, flagging delays, change orders, or cost overruns to ownership early.
 - Prepare and process construction draws, requisitions, and reserve requests, and reconcile against approved budgets.
 - Conduct site walks during construction to monitor quality and progress, manage punch lists, and confirm work is complete before sign-off.
 - Ensure construction work complies with building codes, permitting requirements, and agency approvals, coordinating with expeditors and inspectors as needed.
- **Asset & Portfolio Oversight**
 - Monitor and analyze operational, financial, and business plan performance by reviewing rent rolls, financial statements, budget variances, and reports surrounding leasing, collections, legal, and violations.
 - Track key performance indicators (NOI, occupancy, DSCR, capital reserves, etc.) and proactively develop strategies to manage expenses and optimize value.
 - Prepare and ensure timely delivery of reporting and analysis to partners, lenders, and external stakeholders, and maintain internal asset management trackers.

- Collaborate with operating and joint-venture partners on respective responsibilities.
- **Strategic Initiatives**
 - Oversee implementation of initiatives and strategies across Tredway's diverse portfolio of affordable housing assets that benefit from Project Based Section 8, other forms of project-based and tenant voucher rental subsidy, LIHTC, and/or other forms of federal, state, or local subsidy.
 - Support and execute refinancing, recapitalization, and disposition strategies.
 - Collaborate with development and acquisitions teams on underwriting, deal structuring, and portfolio growth initiatives.
 - Stay informed on material changes to national and local affordable housing trends and policies to assist in strategic decision making.

Qualifications

- Bachelor's degree in Real Estate, Construction Management, Engineering, Finance, Urban Planning, or a related field.
- 4+ years of experience spanning asset management, property operations, and/or construction or capital project management, ideally within multifamily or affordable housing.
- Working knowledge of building systems and construction processes, including scope development, GC/contractor management, draws, and punch lists.
- Direct experience identifying and resolving municipal violations (HPD, DOB, ECB, FDNY).
- Ability to analyze complex financial documents, including income statements, budgets, rent rolls, audit reports, capital reserve plans, and draw requests.
- Experience overseeing or holding accountable third-party property management companies and/or general contractors.
- Familiarity with LIHTC, HUD, Section 8, and/or other affordable housing programs preferred.
- Advanced Microsoft Excel skills; familiarity with Yardi, RealPage, Procore, or similar platforms a plus.
- Comfortable spending significant time on-site and traveling regularly between properties across the portfolio.
- Strong organizational and communication skills, with the ability to hold vendors and management companies accountable while clearly conveying insights to internal teams, partners, and lenders.

Base Salary Range: The anticipated salary range for this position is \$150,000 to \$250,000 per year. 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.
- 401(k) plan with company match.
- Generous paid time off policy.
- Mileage or travel reimbursement for regular property visits across the portfolio.
- Opportunities for professional development and career advancement.

How to Apply: Interested candidates should submit their resume and cover letter to Careers@Tredway.com.

Tredway is an equal opportunity employer committed to fostering an inclusive and diverse work environment. We encourage applications from all qualified individuals.