

GRAND RAPIDS HOUSING COMMISSION
1420 Fuller Avenue S.E., Grand Rapids, Michigan 49507

November 30, 2018

Director of Asset Management

The Grand Rapids Housing Commission is seeking a Director of Asset Management who will manage approximately 949 units of Assisted Housing Programs, which includes Low-Income Public Housing, Low Income Housing Tax Credits, Transitional Housing, Project-Based Housing Choice Vouchers, Section 8 New Construction and Home Ownership Program. This individual will also assist in organizing and coordinating plan(s), including site selection, negotiating mixed financing using such means as low-income housing tax credits and preparing/applying for grants. The Director of Asset Management will report to and assist the Deputy Executive Director in advancing the implementation and development of goals, objectives, policies and priorities for the agency's assisted housing as well as prepare grant applications for a variety of federal, state, and local funds.

Minimum requirements: Bachelor's Degree in Business or Public Administration. An MBA, MPA or equivalent is preferred. Five years of supervisory and progressively responsible experience in residential property management. Five years full-time public and/or assisted housing administration to include two years property or physical facilities management, and two years supervising management level staff. Must possess a Public Housing Manager (PHM), Certified Property Manager (CPM) or comparable professional certification.

Starting annual salary is \$91,181.50 plus management level benefits. Applications will be accepted in person, by mail or via the internet, www.grhousing.org; open until filled. Our address is:

Grand Rapids Housing Commission
1420 Fuller S.E.
Grand Rapids, MI 49507
(616)235-2600

An EEO/Affirmative Action Employer