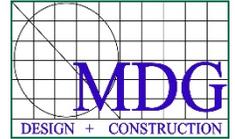


Job Title: Director of Asset Management
Job Location: Downtown Manhattan Office or Huntington Office
Contact: Sandra Lew, Human Resources Manager – slew@MDGNY.com
Reports to: President of Development, Chief Executive Officer, Principals
Position Summary: MDG Design and Construction, LLC is seeking a Director of Asset Management to oversee the MDG portfolio of affordable housing. The Director of Asset Management is expected to analyze the position of each project and determine both long-term and short-term strategies to maximize return to MDG. As a developer / contractor, MDG has completed over 17,000 quality affordable units to New Yorkers in over 750 buildings. MDG's 25-year track record of success depends on its people-first philosophy that has led MDG to become one of the most respected and innovative developers in New York.



Job Responsibilities:

- Produce asset management reports showing portfolio's financial performance, leasing activity, collections, compliance with regulations, and required or recommended physical improvements
- Coordinate with internal and external property managers to confirm all budgets are met and properties remain in compliance
- Increase cash flow through analysis of financial reports and identify strategies to increase property value
- Create annual proposals involving long-term strategies for refinancing, buying out partners, resyndicating or disposing of existing properties
- Develop and enforce procedures for internal staff and external partners to manage portfolio and meet all stakeholder deadlines
- Identify all reporting requirements and work with personnel responsible for report distribution to see that requirements are met
- Liaise with property manager, syndicator, lender, and relevant governmental agencies on all requirements and requests
- Executive on plans approved by senior management

Preferred Background and Skills:

- Excellent understanding real estate financial modeling, real estate financial statement, legal documents, and real estate transactions
- Outstanding communication skills
- Strong organizational, analytical problem solving, and time management skills combined with attention to detail
- Experience with City, State, and Federal-sponsored housing preservation programs
- Working knowledge of real estate asset management with significant exposure to multifamily underwriting, development and property management
- Comfortable navigating and analyzing transaction legal documents, financial projections and financial reports
- Strong ability to work independently and proactively complete tasks without needing explicit instructions
- Flexible with moving priorities and deadlines

Education:

- Master's Degree in Real Estate or Urban Planning preferred

Years of Required Experience:

- 10 years of real estate, with a specific focus on residential assets in the New York City metro area with an understanding of federal, state, and city affordable housing programs

Please submit résumé with cover letter including a brief description of interest to Sandra Lew at SLew@mdgny.com.