



Asset Management Associate

I. Background

Lincoln Avenue Capital Management is a leading real estate private equity firm that owns, develops, and invests in low-income housing projects nationwide. Founded in 2016, Lincoln Avenue has quickly grown to a full-service, integrated real estate company that focuses on providing low-income families with affordable housing across the United States.

Lincoln Avenue Capital Management is a family owned and operated owner, developer, and investor in affordable housing nationwide. Lincoln Avenue's primary focus is providing low-income families with affordable housing through government supported rental subsidies, including but not limited to the Section 8 and Section 42 programs. Lincoln Avenue's experienced and creative team works quickly and diligently to execute on a variety of affordable housing transactions, ensuring delivery of quality low-income housing to communities while providing both financial and social returns.

Through an innovative investment model and comprehensive strategy, the LAC team has quickly established strong public-private partnerships and long-lasting relationships with debt and equity partners. This unique position allows LAC to execute on a wide variety of affordable housing transactions, ensuring delivery of quality low-income housing to communities and maximizing value to its investors.

Our success to-date and future growth ambitions allow us to offer a unique experience:

- “Start-up” mindset: We are looking to innovate across the business (from origination to property management)
- High-growth company: Our growth trajectory will continue to create opportunities for our employees, both near and long-term
- Immediate exposure to management team: As a manager, you will work with the Director of Strategy and Operations and the full partner team
- Fun, work hard / play hard culture: We value results above all else, but we have a strong, supportive culture

I. Responsibilities

Lincoln Avenue Capital is seeking an Asset Management Associate to work in our Santa Monica, California offices. As an Asset Manager, you are responsible for collaborating with Senior Business Leaders, the transactions team, property management, vendors, lenders, CPA's, investors, equity partners and various





governmental agencies. This role is designed to manage a portfolio of multifamily properties from acquisition to disposition.

Responsibilities include:

- Maintain responsibility for the financial and operational performance of a multifamily and senior affordable housing portfolio
 - Oversee leasing, stabilization and ongoing management and compliance strategies
 - Improve the property monitoring and risk management processes including overseeing third party property management companies
 - Make recommendations and provide oversight based on performance and physical conditions of properties to mitigate risk or increase cash flow
- Manage the requisition and development process for major property tax credit rehabilitation projects
 - Closely monitor construction progress, including draw requisition and HUD/lender compliance
 - Analyze appropriateness and timing of equity installments and property operating reimbursements
 - Maintain development budgets and sources & uses
- Perform thorough analyses of financials and aid in the preparation of tax returns and audits
 - Manage cost certification preparation, process and delivery
- Assist with compliance maintenance in a variety of affordable housing programs (Section 8 and Section 42)
 - Work with management to coordinate first year lease-up and tax credit delivery schedules
- Maintain terms of partnership agreements, loan documents, LURA's and various property agreements
- Address investor, lender and equity partner requests and deadlines as needed
- Coordinate capital projects with on-site management and present verification of required loan/agreement requirements to our partners timely
- Manage year-end budgeting process and closely manage property expenses to increase cash flow and maximize operational efficiencies
- Assist Senior Business Leaders with various special projects as needed
- Conduct site inspections to implement business strategies and best practices on-site (10% travel)

II. Qualifications

- Undergraduate degree with a minimum of 2-3 years of relevant experience in areas such as real estate, finance, and/or banking
- Strong analytical skills with ability to evaluate complex data and present





solutions

- Ability to problem solve with micro and macro views
- Strong communication and presentation skills to work effectively with and present to a broad range partners, agencies and third-party managers
- A self-starter mindset, the ability to work independently, and comfort interacting with and presenting to senior management
- Strong Excel skills and experience with property financial reporting and financial modeling, preferably in commercial real estate transaction
- Ability to prioritize and handle multiple projects to meet deadlines
- Maturity, professionalism, and excellent judgment and interpersonal skills
- Knowledge of key affordable housing and real estate concepts or an interest/ability to quickly learn the fundamentals
- Affordable housing experience highly preferred

