

National Development Council

Asset Manager –P3 Portfolio

JOB DESCRIPTION

The National Development Council (“NDC”), one of the oldest national non-profit community and economic development organizations in the country, seeks qualified applicants for the position of P3 Asset Manager. This newly created position will be responsible for the day-to-day oversight of a P3 portfolio including over 7,000 parking spaces and a Community Theater. Each project is operated by a third party and the responsibilities of the P3 Asset Manager will include maintaining Sponsor relations, managing the third party operators, coordinating organizational approvals, maintaining compliance activities, negotiating contracts and monitoring financial performance related to the portfolio.

Ideal candidates will have both a commitment to NDC’s mission, and an understanding of general real estate principals and community and economic development financing programs.

Primary Duties:

- Community relations
- Manage Parking Operators
 - Budgeting
 - Capital planning
 - Construction monitoring
 - Managing Board and Organizational responsibilities
 - Managing bank and third party relationships

ABOUT NATIONAL DEVELOPMENT COUNCIL

NDC is one of the oldest national economic development non-profits in the country whose mission is to increase the availability of affordable housing and quality jobs through developing and implementing economic and community development strategies that increase the flow of capital to urban and rural communities.

NDC undertakes our work through providing Technical Assistance, training and capacity building, and financing and development. In all areas, we bring resources to the implementation side of development projects through either technical advice or direct capital in the form of SBA loans, low income housing tax-credits (LIHTC), and new markets tax credits (NMTC).

In 1988, NDC expanded its mission through the creation of NDC Housing & Economic Development Corporation (“HEDC”). This model has allowed NDC, through HEDC, to lessening the burdens of government and promote economic development by designing, building, financing, operating, and maintaining buildings for government and not for profit Sponsors.

P3 PORTFOLIO

Since its inception HEDC has developed 43 projects with total project costs exceeding \$2.5 billion. Project types include university laboratories, student housing, governmental office buildings, parking facilities, and a community theater. The HEDC active portfolio consists of 20 projects. The majority of the projects are located in the Pacific Northwest and Northeast. The candidate will initially have primary asset management responsibilities for 6 projects and will be expanded as new projects come on-line. Four of the projects are stand-alone garages containing in excess of 2,000 parking spaces located in Ithaca, Newburgh, Syracuse, and Yonkers, New York. Included in the Portfolio is one lease concession project located in Scranton, Pennsylvania with an additional 3,500 spaces in 6 separate garages and 1,500 on-street spaces. The Community Theater is located in Brooklyn, NY.

LOCATION

The position will require frequent visits to the communities in which the projects are located. NDC's expectation is that the candidate will work from NDC's NYC office located at 24 Whitehall St.

QUALIFICATIONS

A bachelor's degree in business administration, public administration, or related field, and a minimum of five-years of experience in a similar position is required, or any combination of experience and education that results in the required knowledge, skills and abilities to perform the work. Preference will be given to individuals with experience in parking management and compliance and reporting requirements associated with tax-exempt bonds. Each project was developed using various federal, state and local financing programs including New Markets Tax Credits, and various State and local grants in addition to tax-exempt bonds and knowledge of these and other community development financing programs a plus.

TO APPLY

Email a resume and cover letter to David Trevisani at dtrevisani@ndconline.org Please apply by March 15, 2017, to ensure consideration.