

## POSITION SUMMARY

Foss & Company is adding a new Asset Manager to our team. This person would be located in Charlotte, North Carolina, and responsible for managing historic tax credit (real estate) investments. Our team has more than \$5B in equity invested in the Tax Credit marketplace since our inception. This is an opportunity to work in a supportive and collaborative environment surrounded by a team of sharp, successful professionals who enjoy mentoring and sharing their knowledge and experience.

### *Scope of Responsibility*

- The successful candidate will be organized and efficient, and able to apply critical thinking and independent judgment to solve complex problems.
- The successful candidate will be proactive and manage their workload by prioritizing a wide variety of tasks in a fast-paced environment.
- Prior asset management experience with different asset uses, i.e., multi-family, commercial/retail, hospitality preferred.
- The successful candidate will be driven to quickly adopt an understanding of the tax credit industry and its general guidelines should they not have any prior experience.
- A successful candidate will be able to interpret, filter, and present large amounts information to different partners in a professional, concise, and clear format.
- A successful candidate will have good oral and written skills as well as intermediate to advanced excel skills.
- Monitor the historic rehabilitation of tax credit investments, and report construction issues to management and investors.
- Manage the funding process of historic tax credit investments; involves proactively tracking the conditions for capital contributions.
- Work with real estate developers to obtain operational performance data for their projects; prepare quarterly and annual investor reports.
- Track legal documentation with attorneys, investors, and management.
- Verify compliance with partnership and operating agreements, and loan agreements.
- Identify and manage potential issues that could result in lower-than-projected project performance or the recapture of tax credits and develop potential solutions with management.
- Participate in investor communications with the ability to prepare written material and lead conference calls.
- Review and manage the draw process for bridge (construction) loans.
- Establish and maintain a good working relationship with all owners, managers, and other partners.
- Cultivate an inclusive stakeholder process, develop, and maintain relationships across the firm.

### APPLY

Please send cover letter and resume to: [nsmith@fossandco.com](mailto:nsmith@fossandco.com)