



ACQUISITIONS ASSOCIATE

Preservation of Affordable Housing, Inc. (POAH)

Location: Boston, MA

Application Deadline: Open until filled

Position Available: Immediately

About POAH: Preservation of Affordable Housing (POAH) is a national nonprofit organization whose mission is to preserve, create and sustain affordable, healthy homes that support economic security, racial equity and access to opportunity for all. POAH owns and operates more than 12,000 affordable homes at more than 120 properties in 11 states and the District of Columbia. POAH is based in Boston with offices in Chicago and Washington D.C.

POAH's reach is national in scope, and its pursuit of the preservation mission is sustained by a focus on the business bottom line. POAH's strong reputation has resulted from a demonstrated ability to craft complex financial transactions, tackle tough multi-family projects, and close deals that preserve the affordability of at-risk properties. The organization and its leaders are at the forefront of policy and legislative discussions around housing preservation, affordable housing finance and regulatory reform.

The POAH team is dedicated, creative and passionate. We believe a diverse and inclusive team is a stronger, smarter team, and we actively promote diversity and meaningful inclusion of different perspectives among our board, our staff, our partners, in our procurement of good and services, and at our communities. We understand that addressing structural racism and achieving racial equity are central to the work we do and we proactively integrate the issue of race in our housing work.

About the Opportunity: POAH is seeking a Boston-based Acquisitions Associate to join its Acquisitions team. The Acquisitions Associate will assist with a broad range of tasks as the group works to identify and acquire affordable housing developments for POAH's portfolio. The position involves data analysis, research, financial modeling, deal structuring and negotiation, and writing. Some of the specific tasks and may include:

- Analyze information and develop financial projections and underwriting models
- Assist on the design of acquisition strategies for each project, as well as for acquisition efforts more broadly

- Manage the pipeline of potential acquisition projects, including regular interaction with brokers, public agencies, and other marketplace participants to ensure the Acquisitions team is aware of all opportunities
- Help prepare and manage the presentation of acquisition projects to the internal investment committee as well as to POAH's Board
- Write and assemble responses to RFPs for development opportunities
- Coordinate with POAH staff, lenders, sellers, regulators and local government officials for an orderly and timely acquisition process
- Assist senior members of the Acquisition staff in the negotiation with sellers, lenders, government officials and others for favorable terms
- Aid Acquisition team members as they negotiate with HUD, state housing agencies, lenders, investors and others to successfully complete acquisitions on time / on budget
- Work collaboratively with property management particularly during acquisition analysis process
- Communicate frequently and candidly with colleagues and retained professionals for successful outcomes

Experience & Knowledge

Bachelor's Degree required. Strong preference that candidates have a minimum of 2 years of experience in any of the following areas: real estate development or investment, bond finance, asset management, tax credit finance, secondary loan or grant programs, or HUD's multifamily programs.

Skills

Candidates should have demonstrated ability to:

- Be a part of a team with diverse interests and backgrounds
- Perform financial analysis, and work comfortably in Microsoft Excel
- Communicate effectively in person and in writing
- Manage and prioritize simultaneous and competing activities and demands
- Remain organized, be detail-oriented, and meet deadlines
- Take initiative and exemplify motivation to work towards POAH's mission

Other Requirements

- Ability to travel
- Ability to attend periodic evening meetings

Salaries are competitive and commensurate with experience. Benefits include health, dental, life and disability insurance and 401k with company match.

Click here to apply: <http://tiny.cc/POAHAcq> Applicants must include cover letter and resume.

POAH is an Equal Opportunity Employer committed to diversity in the workforce.

