

**Real Estate Asset & Project Manager
December 2025**

The Real Estate Asset & Project Manager is a full-time, 40 hours per week, position in the Real Estate line of business and reports to the Director of Real Estate. Responsibilities include implementation of RFPs, RFQs, and all aspects of managing assigned projects beginning with the permitting processes and securing public funding through post occupancy performance monitoring. Asset management responsibilities include overseeing IHT's growing portfolio of affordable rental housing and ensuring its long-term care, maintenance, financial health, and performance.

Asset Manager Responsibilities:

Rental Portfolio Management:

- Oversee third party contracts with rental property manager for portfolio operations
- Analyze monthly operating reports to ensure adherence to performance objectives
- Meet regularly with rental property management staff
- Act as primary liaison with our vendors and funding agencies for portfolio operations in collaboration with rental property managers
- Coordinate the timely review, approval and submission of property budgets, compliance reports and inspections as may be required in collaboration with rental property managers
- Ensure properties have adequate and effective insurance and tax abatements with the towns are filed as needed
- Participate in and prepare materials for quarterly Stewardship and Asset Management Committee meetings
- Work with accounting staff to coordinate and prepare the annual financial audits, tax filings and other reports required by investors and lenders
- Work with property managers and the Real Estate team to develop capital need plans and assist with implementation
- Track replacement reserves to ensure sufficient funding for capital improvement implementation
- Implement green energy initiatives to lower carbon emissions and improve efficiency at our properties
- Serve as liaison between the property managers, relocation consultants and residents for renovation projects
- Facilitate the transition from construction to occupancy

Project Manager Responsibilities:**Acquisition:**

- Assist with assessment and acquisition of properties
- Help keep IHT's "pipeline" data sheet up to date

Pre-Development:

- Provide support for project design, permitting and construction
- Identify and secure project funding from town and state sources
- Assist with neighbor outreach during permitting and construction stages

Development:

- Create and track project budgets
- Review invoices and lien waivers
- Assist with new construction and renovation project management
- Assist with post-occupancy building performance monitoring, troubleshooting, warranty issues and upgrades
- Collaborate with the Real Estate team on pipeline projects by providing feedback on design, operating budgets, support services and management plans

Homeowner Stewardship Manager Responsibilities:

- Facilitate communication with homeowners to increase community engagement
- Adhere to the Ground Lease Collection Fee Policy & Procedures
- Assist CEO regarding financing, home sales, post-construction systems maintenance & repair
- Attend local municipal meetings when appropriate

Qualifications:

- Minimum of 3 years of development experience
- Project design and development skills preferred
- Strong interpersonal, organizational, and communication skills necessary
- Excellent judgment and attention to detail
- Experience in planning, managing and implementing development projects preferably on Martha's Vineyard
- Knowledge and/or training in energy efficient methodologies
- Demonstrate a working knowledge of building codes and energy rating systems