



Position: Opportunity Housing Portfolio Manager
Organization: SBP
Reports to: Real Estate Development Manager

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Portfolio Manager will oversee the daily functions of SBP's rental portfolio in New Orleans, including working with SBP's third party property management company and overseeing resident service delivery. The Portfolio Manager will also oversee sales of single family homes to qualified buyers and support the Opportunity Housing team to achieve the goals of the Opportunity Housing Strategic Plan. The Portfolio Manager will work closely with both National Opportunity Housing staff and New Orleans office Construction and Client Services teams.

Responsibilities

- Asset management: oversees post-construction stewardship of rental properties in New Orleans for SBP's portfolio of 125+ rental units.
- Coordinates lease-up and compliance activities for SBP's Low Income Housing Tax Credit rental properties; oversees third party property manager
- Oversees marketing and sales of SBP's single family homes in New Orleans
- Supports Real Estate Development Manager in implementation and expansion of Opportunity Housing program
- Performs other duties as assigned.

Performance Expectations

- Able to juggle multiple, competing priorities.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values and Opportunity Housing Strategic Plan.
- Excellent written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.

- Plan and meet deadlines.
- Demonstrate commitment to continued professional growth and development

Qualifications

- Bachelor's degree or higher in real estate, business, policy, planning, or a related field required.
- At least 3 years of experience with property management, asset management, real estate, or affordable housing preferred.
- Able to pass a Criminal History Check including sex offender registry, state and FBI

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.