CLARETIAN ASSOCIATES
Building Community in South Chicago

3039 E. 91st Street– Chicago, Illinois, 60617 – 773-734-9181

POSITION DESCRIPTION

Job Title: Senior Program Manager – Asset Management

Reports to: Chief Executive Officer

Department: Real Estate

Classification: Full-time Exempt

Date: July 2026

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life. Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

Claretian Associates currently has a varied pipeline of real estate projects and programs in varying stages of development. These include the rehab and recapitalization of an existing rental property, development of a new construction rental property with ground floor commercial, development of homeownership opportunities, and predevelopment on a vacant property for a mixed-use development.

POSITION SUMMARY

The Senior Program Manager – Asset Management, reporting to the Chief Executive Officer, is a critical leadership role that is responsible for protecting the current real estate portfolio, overseeing the property management function and ensuring the ongoing viability of Claretian Associates' existing property portfolio including recapitalization plans. The position will participate in and provides leadership in neighborhood planning activities and the creation of strategic initiatives that contribute to making South Chicago a community of choice where residents can thrive. Working closely with the CEO, this position will be responsible for the management of current portfolio including developing strategies for improvements/recapitalization and managing the entire development process including feasibility analysis, acquisition/ deal restructuring, design development, financing, public approvals, construction, and close-out.

MAJOR RESPONSIBILITIES

- Work with the CEO to create policies and procedures that promote high quality housing and other real estate products.
- Provide direct oversight of property management firm to ensure properties meet property standards, tenant expectations and financial goals.
- Project manage and/or supervise all existing real estate operations, including preparation of project pro forma, assembling financing for restructuring/acquisition, predevelopment, construction, and permanent financing.
- Close on needed repositioning/acquisition of properties; securing entitlements and planning approvals,
- Build community support and work with various internal and external stakeholder groups.
- Supervise architects, consultants, contractors, and other development team members.
- Communicate regularly with all lenders and tax credit investors, including the Chicago Department of Housing, other City departments, and the Illinois Housing Development Authority.
- Supervise junior project manager staff (as applicable), provide oversight and guidance on the activities listed above.
- Assist CEO in identifying acquisition opportunities, including analyses of financing options, programming options, and overall project feasibility.
- Oversee the negotiation of all major agreements and financing documents, including limited partnership agreements, loan documents, construction and architectural contracts, and property management agreements.
- Work closely with Claretian Associates' services team (as appropriate), to create/maintain supportive services plans define target population and unit mix and incorporate design recommendations.
- Maintain a working knowledge of significant development, market, and policy trends impacting the creation of affordable and supportive housing, as well as economic development opportunities in South Chicago.
- Other tasks as assigned.

PERFORMANCE MEASURES

- Advance current portfolio, maintaining low vacancy and delinquency rates
- Demonstrated knowledge of financing.
- Demonstrated negotiation skills to improve portfolio.
- Develop policies and procedures to promote high quality housing.
- Deliver recapitalization projects according to timeline and budget.

QUALIFICATIONS

- Bachelor's degree in related field, plus a minimum of eight years' experience in property and/or asset management, affordable housing development, commercial real estate, finance, urban planning or a related field, preferably for a non-profit or government agency.
- Technically proficient in all aspects of affordable housing real estate development, including finance, entitlement and design, construction, lease-up and operations. Finance experience should include the use of Low-Income Housing Tax Credits.
- Demonstrated ability to analyze complex data and make informed recommendations.
- Experience working with the Chicago Department of Housing, Chicago Department of Planning and Development, and the Illinois Housing Development Authority.
- Project management experience and expertise, including a proven track record in creating housing and/or economic development projects in low income, majority BIPOC communities.
- Must be proficient in sophisticated real estate finance analysis using Excel, project management software and word processing software.
- A minimum of three years' experience supervising staff.
- Must possess excellent interpersonal skills, team building capabilities, and collaborative spirit.
- Must be a multi-tasker, resilient, and a self-starter with strong time-management skills.
- Excellent writing and oral presentation skills.
- Must be willing to work flexible hours, including some evenings and weekends.

COMPENSATION

- Salary range up to $70,000-$75,000, commensurate with experience
- Focus on work/life balance; medical, dental, vision, generous time off policy, fitness center membership and other benefits.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org