



The Hudson Companies Incorporated

Position Available: Assistant Asset Manager

CONTACT: info@hudsoninc.com. No phone calls please.

About Us:

Founded in 1986, Hudson is an award-winning and industry-leading residential and commercial developer, builder, and owner. We are a collaborative team guided by entrepreneurial vigor, civic spirit and deep expertise. We are fully integrated, with close affiliates that handle property management and leasing (Lisa Management) and general contracting construction services (Broadway Builders). Our team is diverse and our motivations arise from varied personal and professional experiences, but our crucial commonality is a desire to thoughtfully add to New York City's blocks, boroughs, and 'burbs.

To date, Hudson has developed nearly 10,000 residential units and 400,000 square feet of commercial space, representing \$3.6 billion of total capital. Hudson has successfully developed market-rate, mixed-income, and fully affordable housing, including supportive housing, public housing, and transitional housing. We have projects in all of New York City's five boroughs and have recently expanded into Westchester County and New Jersey.

Role Description:

Hudson is seeking an energized and ambitious individual to join the Asset Management Team as an Assistant Asset Manager. The portfolio includes approximately 5,000 units spanning mixed-income, new construction affordable housing, supportive housing, scattered-site preservation, market-rate projects, and retail spaces. There are an additional 2,500 units either in development or soon to be acquired.

This is a great opportunity to gain hands-on experience in real estate while working with a supportive and collaborative team. You'll be exposed to all aspects of asset management—from day-to-day operations and capital improvements to financing, leasing, and repositioning projects. While the role focuses on asset and property management, you'll also have the opportunity to learn from our in-house development, acquisitions, and design teams, gaining broader insight into the full real estate lifecycle.

This position will play an integral role in the growing Asset Management Department of Hudson, with a primary focus on portfolio data analysis and project management, providing a distinct exposure to the various facets of Affordable and Market Rate Asset Management. The Assistant Asset Manager will report to the Department's Managing Director.



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Position Responsibilities:

- Support the current Asset Management Team through active data collection and analysis, ensuring that operating and financial performance is maximized.
- Maintain communication and collaboration with third-party and affiliate Property Management companies.
- Oversee the tracking of various portfolio-wide Key Performance Indicators (KPI) including but not limited to: Rent Collections, Delinquencies, Occupancy, Net Operating Income and Debt Service Coverage Ratio.
- Manage various project-specific initiatives that are intended to help improve cash flow, regulatory compliance and energy efficiency.
- Support initiatives across Hudson's affordable housing portfolio, including assets with Project-Based Section 8, tenant vouchers, LIHTC, and other subsidies.
- Support in preparing and delivering timely reports and analysis for partners, lenders, and internal stakeholders.
- Conduct site visits of the properties.

Qualifications:

Hudson is looking for an individual who is comfortable in an entrepreneurial, solutions-driven, and hands-on environment and possesses the maturity and organizational skills necessary to add value to a fast-moving team. We are seeking an Assistant Asset Manager candidate that has a passion for housing and community development. Hudson will strive to expose the Assistant Asset Manager to multiple projects with varying complexities while providing any necessary educational opportunities to support the candidate's growth and career development.

- Bachelor's degree in Real Estate, Finance, Urban Planning, or related field.
- 2+ year of experience in affordable housing, asset management, or property operations.
- Knowledge of LIHTC, HUD, Section 8, and/or other affordable housing programs a plus.
- Strong analytical skills with some experience reviewing financials, budgets, and rent rolls.
- Proficient in Excel; modeling and performance tracking experience a plus.
- Familiarity with Yardi and real estate finance is a plus, not required.
- Strong communicator with excellent organizational skills and attention to detail.
- Self-motivated, adaptable, and able to manage multiple priorities.
- Candidate should be a creative problem-solver capable of fostering cordial and professional relationships with team members from diverse disciplines.



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Benefits:

Hudson promotes a healthy work-life balance and supports its colleagues with a competitive benefits package including but not limited to:

- Medical, dental, vision and life insurance with several packages to choose from to fit the candidate's needs
- 401(k) match – dollar-for-dollar up to 5% of the candidate's salary
- Support of professional memberships where appropriate on a discretionary basis
- Partial phone reimbursement
- Professional development through Hudson's "Mentor, Manager, and Guide" Program from Day One

The projected base salary range will be \$80,000-90,000 based on experience. The position is based in our office near Union Square in New York City.

How to Apply:

Please send a resume, a cover letter (not exceeding 3 paragraphs), and a writing sample to info@hudsoninc.com. If a professional or academic writing sample is not available, a brief statement discussing your interest in urban real estate development is suggested. **Make sure you type in the subject line: Assistant Asset Manager Position.**

Please check out our website at www.hudsoninc.com for more information about us.

Hudson is committed to fostering and cultivating a culture of diversity and inclusion. Hudson is an equal opportunity employer that considers applications from all qualified individuals without regard to race, color, religion, gender, sexual identity, gender identity or expression, age, national origin, marital status, disability, veteran status, or any other characteristic protected by applicable law.