



## Deputy Director of Finance and Asset Management

**Application deadline:** Friday, April 24, 2026

### Organization

As a community-led non-profit provider of affordable housing, Northwest Neighborhoods (NWN) equitably fosters diverse, vibrant neighborhoods that are physically and socially connected, where anyone can thrive. Northwest Neighborhoods provides affordable housing to 320+ households in our service area, is the owner and manager for over 20 commercial spaces as well as a historic theater.

### Position Overview

Northwest Neighborhoods seeks a collaborative and systems-oriented leader to oversee financial and asset management functions across the organization and its affiliated entities. This role is responsible for strengthening financial resiliency, supporting portfolio performance, and ensuring compliance across Northwest Neighborhoods' affordable housing, commercial spaces, and community-based programs. The Deputy Director of Finance and Asset Management will lead budgeting, forecasting, financial reporting, cash flow oversight, and asset management, while also serving as a key liaison to external partners including accountants, auditors, lenders, and funders. This role works closely with internal staff across property operations, resident services, and leadership to align financial strategy and organizational viability with Northwest Neighborhoods' mission, vision, values, and strategic priorities. This role oversees all staff involved in accounting functions including Accounts Payable and Accounts Receivable.

**Reports to:** Executive Director

### Key Responsibilities

The Deputy Director of Finance and Asset Management is responsible for leading financial systems, supporting portfolio performance, and coordinating internal and external partners to ensure strong financial management and long-term organizational sustainability.

#### *Financial Management and Operations*

- Lead and actively manage financial management functions across Northwest Neighborhoods and affiliated entities, including budgeting, forecasting, cash flow oversight, financial reporting, and internal controls



- Manage and support day-to-day accounting processes, including accounts payable/receivable, general ledger activity, and financial tracking systems, in coordination with internal staff and external partners
- Prepare and present regular financial reports, dashboards, and analyses for leadership and the Board
- Monitor liquidity, restricted funding, and organizational cash needs to support operational stability
- Coordinate and support annual audits, tax filings, and other required financial submissions with external accountants and auditors
- Maintain and improve financial policies, procedures, and reporting systems
- Develop and maintain systems to track required financial reporting and ensure timely submission
- Support Board and Finance Committee meetings, including materials preparation and analysis
- Process and manage bi-monthly payroll accurately and on schedule, ensuring proper tracking of deductions, tax withholdings, and employee benefits elections

#### *Asset Management & Portfolio Oversight*

- Maintain a detailed, working understanding of the financial performance of Northwest Neighborhoods' affordable housing and commercial portfolio through daily engagement with accounting systems (Yardi)
- Track and analyze property-level income, expenses, and variances to identify trends, risks, and opportunities across the portfolio
- Partner closely with property operations and resident services staff to align financial realities with operational decision-making and resident needs
- Develop and monitor operating budgets for properties and related programs, ensuring alignment with actual financial performance
- Track capital needs, replacement reserves, and long-term financial obligations across properties; support planning for capital improvements and preservation strategies



- Monitor compliance with affordability and subsidy requirements (e.g., LIHTC, vouchers, and other funding programs), ensuring financial and regulatory alignment

#### *External Partner and Compliance Coordination*

- Serve as the primary point of coordination for external financial partners, including the organization's CPA, property accounting support, auditors, and other financial consultants
- Manage workflows, timelines, and deliverables across internal staff and external partners to ensure accurate and timely financial reporting
- Review, reconcile, and support preparation of financial reports and deliverables produced in partnership with external providers
- Translate financial information between internal systems (e.g., Yardi, QuickBooks) and external reporting requirements to ensure consistency and accuracy across entities
- Ensure compliance with lender, investor, funder, and regulatory reporting requirements across all properties and programs
- Develop and maintain clear systems for tracking reporting requirements, deadlines, and responsibilities across multiple entities and funding sources
- Identify opportunities to improve coordination, efficiency, and clarity across financial systems, internal teams, partners, and reporting processes

#### *Real Estate & Capital Planning Support*

- Support refinancing, recapitalization, and financing activities for preservation and development projects across the portfolio
- Contribute to financial modeling, underwriting, and structuring of deals, including tax credit, soft funding, and conventional financing sources
- Partner with external development partners and internal leadership to guide financial strategy and ensure alignment with organizational goals
- Support financial planning and analysis for capital projects, including tracking sources and uses, project budgets, and long-term portfolio strategy (including re-syndication and repositioning efforts)



### *Organizational Budgeting & Cross Functional Collaboration*

- Supervise budgeting and management of organizational and program budgets, including alignment across properties, departments, and funding sources
- Oversee grant budgeting, financial reporting, and cost allocation to ensure compliance with funding requirements and organizational policies
- Support alignment of financial planning with organizational priorities, funding strategies, and long-term sustainability, as well as programmatic goals and grant requirements
- Collaborate with internal teams and partners to identify funding opportunities and grants to support existing operations
- Partner with program, property, and operations staff to develop, monitor, and adjust budgets based on actual performance and evolving needs

### **Required Qualifications**

- Bachelor's degree in Accounting, Finance, or related field, or equivalent professional experience
- 3–5 years of experience in financial management (nonprofit preferred)
- Demonstrated ability to manage and maintain accurate financial records across multiple entities, funding sources, or programs
- Strong experience with accounting systems (e.g., Yardi, QuickBooks, or similar), including regular hands-on use for transaction entry, reconciliation, and financial reporting
- Experience preparing financial reports and supporting audits, tax filings, and other regulatory or compliance-related submissions
- Strong skills in budgeting, financial reporting, and cash flow management
- Commitment to Northwest Neighborhoods' mission and values, including community development with a focus on equitably providing affordable housing
- Strong problem-solving skills with the ability to manage competing priorities and deadlines
- Clear and effective communication skills, including the ability to translate financial information for non-financial audiences



- Collaborative and adaptable in a small team environment

## Preferred Qualifications

- Bilingual (English/Spanish)
- CPA or similar credential
- Experience with QuickBooks Online, Yardi Voyager, and/or PayChex
- Knowledge of community development or neighborhood-based organizations
- Experience with affordable housing programs, such as LIHTC

## Physical Demands

Ability to operate a computer and keyboard. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

## Equal Opportunity

Northwest Neighborhoods CDC is an Equal Opportunity Employer.

### NWN's Commitment to Equity and Inclusion

NWN is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ individuals are encouraged to apply.

## Compensation

- Annual salary range: \$55,000–65,000, commensurate with experience and qualifications
- Paid Time Off (PTO) accrued at one (1) day per month during the first year of employment, increasing to 18 days annually beginning the second year.
- 14 paid holidays annually
- Employer contribution to 403(b) retirement program: employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary



- Competitive health insurance offered with employer contribution
- Long-term disability benefits
- Opportunities for professional growth and expanded leadership responsibilities within a mission-driven nonprofit advancing affordable housing and strong communities

## Submission

**Please e-mail or mail cover letter and resume by *Friday, April 24, 2026*, to:**

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Northwest Neighborhoods CDC  
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NO PHONE CALLS, PLEASE