



2316 SE Willard, Milwaukie, Oregon 97222
p: 503.654.1007 • f: 503.654.1319 • www.nwhousing.org

JOB ANNOUNCEMENT

Position(s): Asset Manager

Status: Full-time, regular, exempt position

Reports to: Chief Operating Officer, Director- Asset Management

Salary: \$75,000 - \$95,000

Asset Manager – Affordable Housing

Northwest Housing Alternatives (NHA) is looking to hire a mission-oriented asset manager to support and provide oversight of our affordable portfolio. The asset manager position plays a critical role within NHA and helps to ensure our mission to provide opportunity through housing across the entire state of Oregon.

NHA is looking for asset management team members to fill the position(s) of Asset Manager- depending on a candidate's experience, skills and abilities. This position has the remote work option.

If you have:

- a passion for affordable housing
- a commitment to community development and social justice
- a strong interest in working in collaboration with project teams and among community partners
- with a background or interest in construction management or housing finance.

...then, we want to talk to you!

To apply: Please submit a cover letter, résumé, references, and salary requirements on our website at [Careers | Northwest Housing Alternatives \(nwhousing.org\)](http://www.nwhousing.org/Careers)

This position will remain open until the right candidate is found.

About Northwest Housing Alternatives

For over 39 years, Northwest Housing Alternatives (NHA) has been a leading not-for-profit developer of affordable housing in Oregon. Our mission is to create opportunity through housing by developing, building, and managing rental housing designed for Oregonians with extremely limited incomes. These homes help families live healthy and stable lives, allow older adults to age in place, and give people with special needs a dignified residence. Along with providing affordable housing, NHA provides services that connect tenants to critical health and community resources, work to prevent homelessness before it begins, and offer emergency shelter and services for families experiencing homelessness.

NHA is committed to building a culturally diverse and inclusive environment and is actively seeking to recruit a diverse applicant pool. We strive to hire a workforce that is representative of the communities we serve, understanding that a diverse workforce strengthens everything we do. NHA offers a great work environment having been awarded "100 Best Nonprofits to work for in Oregon" again in 2019. This is a great opportunity to work with a team of dedicated and passionate coworkers.



2316 SE Willard, Milwaukie, Oregon 97222
p: 503.654.1007 • f: 503.654.1319 • www.nwhousing.org

NHA provides a full range of benefits, including but not limited to the following:

- Excellent health coverage through Kaiser Permanente, including multiple medical and dental plan options; NHA contributes 100% of the cost of coverage for the employee each year, plus an additional \$250/month if the employee adds dependents. Alternative care and vision included in some plans.
- 7% match, after the first year of employment, for our 403(b) plan with T. Rowe Price
- Generous vacation and sick leave
- 4 weeks of paid parental leave

Northwest Housing Alternatives is committed to supporting a diverse workforce and does not discriminate in employment based on race, color, gender, religion, national origin, age, disability, marital status, sexual orientation or gender identity, or any other status protected by law.

Job Description

Asset Manager

Position: Asset Manager

Status: Exempt, Full-time Regular

Reports to: Chief Operating Officer, Director- Asset Management

Position Summary: The Asset Manager performs a variety of complex tasks to ensure the successful performance of Northwest Housing Alternatives' portfolio of affordable rental housing. This position oversees and manages the economic, financial, physical, and compliance needs of NHA sponsored assets. Additionally, this position provides the technical oversight and leads in the majority of analysis to ensure assets' long-term economic viability and physical longevity. In addition, NHA is committed to becoming an anti-racist organization and routinely employs an equity lens in its decision-making process. This position plays a crucial role ensuring NHA assets promotes diversity, equity, and inclusion for residents and the local community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

1. Financial Analysis & Risk Management
 - Review monthly reports for each property; analyze performance against annual budget; review utility consumption outliers; recommend and initiate operational changes in order to meet performance projections.
 - Oversee property budget process, OHCS rent increases, Section 8 rent increases and contract renewals, vendor contracts, and other annual property management activities.
 - Review and edit property audited financial statements. Work with NHA's finance team and other partners to ensure reporting is completed on time.
 - Monitor cash flow, including above and below the line fees to NHA and partners.
 - Develop asset management plans for units under development; interact with other NHA departments to determine proposed unit population, level of staffing required, space planning, market conditions, and financing obligations.
 - Analyze and develop a strategy for expiring Year 15 LIHTC deals. Work with stakeholders to secure necessary approvals for acquisition of Limited Partner's interest in the project.
 - Create reports, performance dashboards and other materials for use by NHA board and staff, as well as outside stakeholders.

2. Compliance and Contract Management

- Experience in public and private housing finance programs and related compliance requirements, including HUD, Section 8, PRAC 811/202, LIHTC, HOME, CDBG OAHTC and other programs.
- Maintain effective relationships with contract property management companies to ensure performance of all aspects of the property management agreements.
- Maintain relationships with funders, investors, and regulatory agencies.
- Manage and interpret all property documents, including Limited Partnership agreements, loan documents, and regulatory agreements.
- Ensure properties are complying with all applicable regulations governing rental unit development, operation, and maintenance.
- Attend training for updates to laws, policies, and procedures.

3. Physical Needs and Capital Project Management

- With assistance from 3rd party specialists, conduct site inspections to assess the property's physical condition and the effectiveness of maintenance activities; review curb appeal; ensure properties are well maintained and meet NHA standards.
- Plan and supervise implementation of capital needs assessments, capital projects, including working with onsite maintenance staff, or outside contractors.
- Oversee reserve transfer requests and long-term replacement reserve analysis.
- Conduct analysis of capital needs in the context of useful life, replacement costs, liquidable assets, and cashflow.

Essential Knowledge, Skills, and Abilities

- Bachelor's degree in Business Administration, Management, Real-Estate, or related field. Alternative education and experience qualifications welcome.
- Four years of experience in asset management, real estate development or related field.
- Alternative education and experience qualifications welcome.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism.
- Knowledge of operations, services, and activities of a comprehensive housing asset management program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interact professionally with co-workers, clients, outside agencies and board members, and ability to lead a team or project when needed.
- Knowledge and experience in conflict resolution techniques and best practices.
- Advanced skills in Excel, Outlook, and Office 365 platform. Exposure to property or asset management software.



2316 SE Willard, Milwaukie, Oregon 97222
p: 503.654.1007 • f: 503.654.1319 • www.nwhousing.org

- Extremely self-motivated and able to plan and execute goals independently.
- Positive attitude and team focused energies.
- The successful candidate must pass a required background check.
- Valid driver's license, good driving record and own reliable transportation with current insurance. Frequent travel within the Portland-Metro area can be expected.
- Demonstrated deep commitment to social and community service.

Preferred qualifications, Knowledge, Skills and Abilities

- Asset Management Specialist (AMS) or Certified Housing Asset Manager (CHAM) Certification preferred from Neighborworks Training Institute
- Certified Property Manager (CPM) from the Institute of Real Estate Management
- Program and/or project management experience that supports the ability to manage multiple concurrent projects and drive them to completion.