

## Northwest Housing Alternates

Milwaukie, Oregon

### **Northwest Housing Alternatives mission is to create opportunity through housing.**

We provide affordable housing options for families, seniors and people with special needs across Oregon.

Northwest Housing Alternatives has a growing, statewide portfolio of affordable housing properties that house more than 2,000 Oregonians. This portfolio provides homes to seniors, families, adults with developmental disabilities, people living with HIV and AIDS, mothers recovering from addiction, and mental health consumers. NHA also runs the only shelter for homeless families in Clackamas County. Income restrictions vary from one property to the next, but all NHA housing is reserved for people with low incomes. The average household across our portfolio earns only 27% of area median income, meaning most of our tenants experience great economic need.

### **TITLE: Associate Asset Manager**

The position of Associate Asset Manager performs a variety of asset management, administrative and professional duties to support the successful performance of Northwest Housing Alternative's portfolio of affordable rental housing. The Associate Asset Manager reports directly to the Director of Asset Management. Northwest Housing Alternatives offers professional salaries, a full range of benefits, flexible work schedule and a great work environment. This is a full time position with a salary range of \$55,000 to \$65,000 depending on qualifications.

### **RESPONSIBILITIES**

1. Monitors and maintains the fiscal, physical and regulatory compliance of a property portfolio to performance standards set by the Director of Asset Management.
2. Performs asset management functions in an affordable housing portfolio as assigned by the Director of Asset Management.
3. Provides financial technical assistance to the Director of Asset Management, including the preparation and maintenance of project budgets, proformas and capital strategies throughout ownership periods.
4. Reviews monthly financial and management reports to monitor projects' performance against budget and provides Director of Asset Manager with status updates.
5. Completes assigned financial performance reporting as assigned by the Director of Asset Management
6. Completes physical asset reviews and inspections according to NHA Asset Management standards.
7. Analyzes long-term financial and capital needs of the NHA portfolio and campus.
8. Monitors occupancy levels and leasing patterns and provides status reports to Director of Asset Management.
9. Tracks capital improvement, property rehabilitations and unit turns.
10. Monitors, manages, and reports out on assigned project plans associated to third party property management.

11. Assists in the preparation of periodic reports to lenders, investors, public funding agencies and the NHA Board of Directors.
12. Develops and maintains general contractor and preferred vender relations and systems.
13. Maintains electronic and hard copy records of the Asset Management team.
14. Provides administrative and clerical support for the Asset Management Department.
15. Other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

1. Bachelor's Degree in Business Administration or Management is preferred.
2. Four years' experience in property, or asset management, real estate development or related field is preferred.
3. Knowledge of affordable housing programs including LIHTC, OAHTC, CDBG, HOME, HUD Section 8, Section 236 and Section 202 is preferred.
4. Working knowledge of residential property management is preferred.
5. Ability to develop and maintain strong working relationships with vendors about building repairs and maintenance.
6. Excellent oral and written communication skills.
7. Ability to interact professionally with co-workers, clients, outside agencies and board members.
8. Strong work ethic and ability to follow up on open issues.
9. Excellent organizational skills including accuracy and attention to detail.
10. Computer skills including advanced skill levels in Excel, Word, and Outlook.
11. Valid Oregon driver's license, proof of insurance and good driving record. Transportation required; most travel will be in the Portland metro area.
12. The successful candidate must pass a required background check.

NHA is a great work environment and an opportunity to work with a group of committed and passionate employees just seven miles south of downtown Portland. NHA offers professional salaries and 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 \$200/month if the employee adds dependents. Alternative care and vision included.
- 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.

To apply, submit resume and cover letter to [info@nwhousing.org](mailto:info@nwhousing.org) by Friday, April 27.