



**JOB DESCRIPTION**      **Asset Manager**

**Duration:**                      Permanent, Full-Time Exempt Position

**Reports To:**                    CPAH’s Executive Director/Housing Development Director

**Salary Range:**                \$60,000-\$80,000

**Benefits:**                      Medical, Vision & Dental Insurance  
Employer Funded 403(b) Pension  
Vacation, Holidays, Personal, Bereavement and Sick Leave,  
Employer Assistance Program and Short and Long-Term Disability and Life  
Insurance

**Organizational Information**

Community Partners for Affordable Housing (CPAH) was founded in 1993 by faith-based organizations in the Tigard and Tualatin area to address the need of people experiencing housing instability and homelessness. Today CPAH is a community housing development organization that provides affordable housing and resident services in Washington County (primarily Tigard and Beaverton) and Southwest Portland. CPAH is known for creative, sustainable and beautiful development. CPAH provides resident services, including youth services, services for seniors aging in place, partnerships with agencies that support our most vulnerable residents, and eviction prevention and housing stabilization. CPAH is part of the housing advocacy community in Washington and Multnomah counties and works to educate our community on the need for housing affordability as a key component of a resilient community. Also CPAH is absolutely committed to managing our assets as the precious resources that they are for the long term.

CPAH is a rapidly growing organization with 466 units across 10 multifamily projects and six single family homes. Three new projects are in the pipeline and additional projects are being explored. In addition to developing and maintaining affordable housing, CPAH also has a robust resident services program, and advocates for positive change and investment in local and regional affordable housing policy.

At CPAH, we understand that housing is a human right. We believe housing discrimination and a lack of access to affordable housing disproportionately hurts the most marginalized people in society, including BIPOC, women, LGBTQ+, and people with disabilities. We believe these communities must be centered in the work that we do, and we therefore strongly encourage applications from people with these identities or who are members of other marginalized communities.

**CPAH is an equal opportunity employer striving to create a diverse workforce and an inclusive culture.**

**Position Summary:**

The Asset Manager is responsible for the short and long term oversight of CPAH's real estate assets and compliance with multiple agreements attached to the properties. The goal is to maintain a well-managed, stable, and sustainable portfolio while meeting the expectations of our partners and our community, and to effectively achieve CPAH's mission. The Asset Manager oversees the relationship with contract property management and continually tracks the physical and financial performance of each property to be sure it is meeting expectations. The Asset Manager identifies and addresses potential issues before they become a problem and professionally manages unplanned problems as they arise. The Asset Manager coordinates closely with CPAH's accountants, auditors, property managers and other team members to assure compliance with all contracts and to effectively communicate physical and financial performance to team members and partners. The Asset Manager contributes as needed to the success of the Housing Development and Resident Services teams.

**Essential Functions:**

- Maintain frequent, positive and respectful relationships with the property management team at the corporate and site level. Maintain informed interest in the day to day operations of the portfolio and consistently communicate clear expectations. Maintain familiarity with landlord/tenant laws and property management standards and practices.
- Actively participate in the budgeting process for each property by analyzing and editing budget proposals, rent increases and capital spending so as to comply with long term financial plans, with physical sustainability, and with compliance requirements of each project.
- Monitor and manage the short and long term financial performance of each property through careful monitoring and analysis of financial performance against the annual budget, long term pro-formas, against industry standards and other relevant benchmarks. Make informed decisions and recommendations to senior management based on this data. Maintain and continually seek to improve effective reporting tools for use by the Board of Directors and the executive and operational teams.
- Monitor and manage the physical stability of each property by developing and implementing short term and long term plans for each property in the portfolio that prioritize best environmental practices. Develop relationships with key vendors. Coordinate with the Development team and with property management to ensure appropriate project management of small, medium, and major capital projects.
- Maintain detailed physical and digital records of all regulatory, investor and government compliance requirements for each project. Prepare and submit required reports on time and in the proper format. Participate in all major inspections and audits. Track and document reporting cycles in a manner that is accessible, sustainable and traceable.
- Partner with the Resident Services team to ensure effective communication and coordination with the property management team and best outcomes for residents.
- Manage all components of insurance for the portfolio. Work closely with the insurance broker on annual review of coverage and premiums. Manage claims in the event of insurable losses and coordinate with property management on managing repairs.

- Cultivate and maintain strong relationships with CPAH's partners. The Asset Manager is a leader in ensuring CPAH's strong reputation and trust in the community.
- Participate in industry peer groups and trainings to remain current with the evolving environment of our industry.
- Participate in other projects and activities as assigned by your Supervisor.

**Qualifications:**

**REQUIRED**

- At least two years of experience with non-profit asset management or strong relevant experience.
- Superior verbal, written and interpersonal communication skills.
- Demonstrated intermediate to advanced skills with Microsoft Excel
- Must have some experience reading and interpreting contracts and regulatory documents.
- Must have some knowledge of Oregon Landlord Tenant Law.
- Ability to motivate, negotiate and communicate with diverse groups and individuals, including the ability to calmly manage conflict.
- Basic understanding of real estate accounting concepts including the ability to interpret financial reports and to navigate the concepts of GAAP accounting.
- Experience with property and liability insurance.
- Good organizational and assessment skills.
- Passion for CPAH's mission and impact.
- A commitment to racial equity and social justice.

**PREFERRED**

- Familiarity with Low Income Housing Tax Credits and HUD Section 8 ; alternatively, the candidate must be able to acquire these skills in the first six months of employment.

**Education and/or Experience:**

- Position requires a B.A. or B.S. degree or equivalent combination of education and professional experience.
- Minimum of two years related experience in a similar setting.

**Unique Job Conditions:**

Requires some participation in evening and weekend meetings and events, and occasional public speaking.

CPAH Oregon is in a growth mode, and the position requires quick thinking, juggling multiple priorities simultaneously, and an ability to stay level headed under stressful conditions. This position will also require the successful candidate to negotiate while maintaining positive and professional relationships.

The duties of the job are primarily performed in an office environment (currently we are generally working at home due to COVID). There is some exposure to noise in the work environment, which is usually mild to moderate.

**To Apply:**

Please review the job description to ensure your skills and experience are a good match for the position. To apply, submit a resume and cover letter via email to [jobs@cpahoregon.org](mailto:jobs@cpahoregon.org)

In your cover letter, please describe your interest in this position, your perspective on affordable housing, and how your background makes you the ideal candidate. Also, include any experience you may have had serving historically underserved populations and communities of color.

This position will be open until filled.

For more information on CPAH, please visit our website at [www.cpahoregon.org](http://www.cpahoregon.org).

**Community Partners for Affordable Housing is a non-profit community-based housing development organization.**