



Job Title: Portfolio Manager
Position Type: Full-time / Hrly
Salary range (DoE): \$33.10 – \$38.46

The Renton Housing Authority is a dedicated member of the Renton community working passionately to provide and manage affordable housing in our area. We are looking for a bright, motivated candidate to join our team of dedicated professionals. If you are looking for an opportunity to help provide housing to those in need, review the job duties and requirements below. We would love to hear from you.

Portfolio Manager

This role manages a typical portfolio of 5-7 properties. Properties within the portfolio include a wide variety of property classes and statuses, including renovation/value-add, stabilized, and new construction lease-up. This position requires a highly organized team player with an aptitude for customer service. The ideal candidate should be able to develop and implement investment strategies for clients or institutional investors. Clear and effective communications skills are necessary in order to guide organizations through the transformation of financial, operations and governance changes. This role requires a professional who focuses on maximizing the performance of each property during transitions.

Overview of Job Responsibilities and Skills

- Project management
- Operations Management – including financial operations and profitability, sales, strategic planning, facilities/physical asset, and marketing
- Communication – effective written and spoken communication with executive management, owner-clients, vendors, and employees to achieve goals for each property in the portfolio as assigned
- Excellent attention to detail
- Effective change management, problem-solving, and decision-making skills
- Develop quick and effective solutions to transition management challenges
- Customer-focused, with a desire and ability to communicate frequently with investor clients regarding their accounts and investment performances
- Outstanding leadership skills – developing, leading, and managing a team of management and maintenance staff
- Develop a detailed project plan to track progress, ensuring that timelines are met, and goals are successfully completed
- Monitor workflows

Requirements

- Advanced skills in MS Word, Excel, and Outlook software
- Proficiency in revenue management software Yardi

Please provide your resume and cover letter directly to: ks@rentonhousing.org

Renton Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.