



**CHIEF
SEATTLE
CLUB**

JOB DESCRIPTION

Job Title: Housing Development and Asset Manager **Effective Date:** TBA

Reports to: Executive Director **Salary Range:** \$90,000-\$100,000 per year

Status: Regular Temporary Full-Time Part-Time **FLSA:** Exempt Non-Exempt

Job Summary:

CSC is seeking a candidate to initially manage and grow the housing development and asset management functions consistent with CSC's mission to serve the Urban Indian. CSC's initial housing projects are being developed by third party consultants. This position will represent CSC's ownership interests during the development of each project. This position will establish and implement strong asset management protocols that will serve CSC as it develops and operates affordable housing.

This position is accountable for the stewardship of the CSC properties, ensuring long-term mission impact, financial and physical sustainability, and that CSC's expectations and requirements are met.

This position will be the liaison between CSC and the development team led by the third-party consultant (the developer) and/or development partners. This position will focus on relationship management with the members of the development team and development partners and will work to ensure that CSC's goals and objectives for each project are met.

Asset management Duties/Responsibilities (including but not limited to):

1. Maintaining strong systems to transition properties from acquisition or construction to occupancy and operations.
2. Ensuring quality third-party property management performance.
3. Comprehensive oversight of a wide array of reporting and asset oversight tasks.
4. Managing insurance, property tax and ongoing maintenance concerns.
5. Creating, analyzing, and updating asset management plans for each property.
6. Create a Deal Book for each property from real estate development documents.
7. Monitor cash flow, fees, and incentives due to owner.
8. Track actual property performance against the initial investor pro-forma and initiate corrective actions as necessary.
9. Help to select and monitor key third party contracts such as insurance, major capital projects.
10. Prepare and/or review and submit reports to third-party stakeholders.
11. Prepare internal and board reports as required.
12. Work with Finance team to ensure lender and investor reporting requirements are met.
13. Review monthly property financials from the property management company including budget to actual operating statements and balance sheet financials.

14. Assess monthly operational performance e.g., vacancy rate, days vacant, PUPY operating expenses.
15. Lead regularly scheduled meetings with property manager.
16. Inspect properties regularly.
17. Review property managers proposed budgets for each property and revise/approve.
18. Assure effective interface between property management, resident services, case management and supportive services as applicable.
19. Evaluate overall property manager performance annually

Housing Duties/Responsibilities (including but not limited to):

1. Represent CSC in meetings with the development team throughout the development process.
2. Provide support to the developer throughout the development cycle including funding applications, solicitation and evaluation of investor and lender proposals, providing documentation necessary for achieving major milestones and other requests for CSC data or documentation.
3. Assist developer in presenting information to CSC senior leadership when key decisions are needed.
4. Maintain and monitor the development timeline for each project.
5. Work with both the CSC Finance team and the developer so that requisitions, draws, closings and conversions are completed timely and efficiently.
6. Assist the Executive Director, Board and Senior Leadership Team in assessing potential acquisitions, partnerships and real estate development opportunities including mission fit, financial feasibility, timing, and organizational capacity.
7. Build relationships with community partners in the furtherance of CSC mission and objectives.
8. Ensure that CSC and the property manager manage lease up consistent with funding requirements in a timely manner consistent with a focus on serving CSC members in compliance with fair housing laws.
9. Ensure that CSC program staff are informed of housing compliance requirements.
10. Ensure that the development team understands the particular needs of CSC members and others served by the projects and that they are incorporated into project design and operation

Proven Experience

- Proven ability to process data, conduct research, write reports and proposals, manage documents, analyze financial information, inspect properties, understand complex deal structures, solve compliance problems, and negotiate with stakeholders.
- Strong analytical skills.
- Good business and financial judgment
- Extremely detailed organizational skills.
- Ability to prioritize and think critically.
- Ability to work well with people from all backgrounds and with varying degrees of experience

Education and Experience:

- Bachelor’s degree in business, economics, planning or related field.
- Preferred MA degree in related field and/or related three plus years of professional experience in asset management and/or real estate development.
- Preferred experience with compliance and reporting to government and other entities

Physical Requirements:

While performing the duties of this job, the employee is regularly required to: work at a stationary work space for long periods of time, with mobility to move throughout the office; use a PC, constantly reaching with hands and fingers and keyboarding extensively; work with team as frequent communication is required, including use of the telephone; be able to read and write documents in hard and electronic copy, including those requiring great attention to detail; have the physical strength and agility to handle routine office tasks and machinery. Occasional travel may be required for certain employees depending on location.

This position is in a standard office environment with desktop business equipment and frequent telephone calls. Noise level is moderate. Frequent interruptions are common, while under deadlines and time constraints.

Most positions at CSC are exposed to members of the community who have experienced or are experiencing trauma in various forms including but not limited to: domestic violence, sexual violence, homelessness, unemployment, financial hardship, etc. As a result, staff are at risk of secondary trauma. Employees are encouraged to seek external support and maintain self-care when working indirectly or directly with clients. Mental health care referrals for employees is available
Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Equity Assessment:

Skill 40 Effort 10 Responsibility 40 Working Conditions 10 .

Equal Employment Opportunity

Chief Seattle Club is an equal opportunity employer. Employment decisions are based on merit and business needs. It is Chief Seattle Club’s policy not to discriminate against employees and applicants based on race, color, citizenship, status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law, with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. All employment decisions shall be consistent with the principle of Equal Employment Opportunity.

Chief Seattle Club is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.