**ASSET MANAGER**

(Seattle, WA)

**Who We Are**: Redwood Housing, an impact developer that is focused on raising the standard of living for low- and moderate-income Americans, is seeking an experienced Asset Manager to oversee a nationwide portfolio of HUD and LIHTC properties. The ideal candidate will be highly motivated and detail-oriented and will possess a strong asset management background. This individual must be able to function effectively in a dynamic environment with little supervision and be passionate about joining a rapidly growing, mission-driven organization.

**Responsibilities**:

* Oversee property management agents to exceed goals and deliver superior property performance.
* Prepare annual business plans and operating budgets for properties.
* Monitor portfolio performance and create strategies to maximize the long-term health and financial performance of properties.
* Prepare monthly financial reports and track KPIs; work with partners to continually improve performance.
* Conduct site inspections regularly and develop improvement plans.
* Coordinate lease-up activities for newly developed properties.
* Oversee and optimize commercial tenant leases.
* Manage risk through prompt identification, communication, and resolution of issues; ensure compliance with regulatory requirements; oversee property insurance claims.
* Represent company in public meetings and maintain relationships with key stakeholders, including government officials.

**What You Bring**:

* Bachelor’s degree with a concentration in real estate, finance, or business.
* 5-10 years of experience in affordable multi-family housing.
* Strong analytical and quantitative skills with knowledge of real estate accounting principles and the ability to understand complex business documents.
* Excellent judgment, attention to detail, and relationship management skills; demonstrated ability to earn credibility and influence opinion leaders.
* Innovative, outside the box thinker with exceptional problem-solving skills.
* Critical thinking mindset and a bias to action.
* A strong set of communication skills that are adaptable to each audience and situation.
* Outstanding time management and organizational skills with an ability to multi-task, prioritize work, manage multiple deadlines, and track deliverables in a fast-paced environment.
* High-energy team player that is a self-starter that can work proactively with limited supervision.
* Willingness to travel.
* Strong ethics and integrity.

**What We Offer**:

* Competitive salary range: $120,000-$150,000 DOE.
* Incentive bonuses based on individual and organizational performance.
* Top tier health, dental, and vision benefits.
* Life and disability insurance.
* 401(k) with matching.
* Paid Time Off.