



**Asset Management Associate**  
**(Salary Range \$50,000 – 75,000 with benefits + flexible schedule)**

**DEVELOPING THRIVING COMMUNITIES**

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

**The Asset Management Associate’s critical contributions to this work are the following:**

- **Ensure that the Asset Management Director has accurate/timely information to plan for the long term health of our property portfolio; assist with day-to-day functions, so that the AM Director has the capacity and access to the information necessary to focus on longer term planning and portfolio accountability**
- **Work with the AM Director to ensure compliance with all existing obligations, regulations, partnership agreements, and other requirements related to our housing portfolio**
- **Effectively engage with Property Management and Resident Services staff to ensure that DevNW properties remain healthy, safe, and inclusive communitiies for our residents.**

**To excel in this position, you will need these essential lenses:**

- Love of continual learning / process improvement
- Commitment to centering compliance, including accurate reporting on strict timelines
- Embrace problem-solving and effective communication as central components of the job

**It is CRITICAL that you have...**

- Minimum of 2+ years of experience in affordable housing, commercial real estate, finance, construction, or a related field
- Strong written and verbal communication skills, allowing for clear and succinct communication in a variety of settings (phone, in-person and email), and with people of various backgrounds and levels, both internally and externally
- Strong planning and organizing skills, with the ability to work on multiple projects simultaneously and while adhering to deadlines
- Prior experience working with Microsoft Excel and managing spreadsheets effectively, including the ability to create and utilize basic formulas
- Interest in, and comfort with, mathematics, numbers, formulas and occasional analytics
- Desire to learn about financial statements, Operating Statement, Rent Roll, Balance Sheet, Aged Receivables and more
- Technically savvy, capacity to learn new skills, databases, and knowledge quickly
- A strong customer focus, with dedication to meeting the expectations, needs and requirements of internal and external customers, successfully gaining their trust and respect

\*can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities



**Asset Management Associate**  
**(Salary Range \$50,000 – 75,000 with benefits + flexible schedule)**

**DEVELOPING THRIVING COMMUNITIES**

**Example tasks and responsibilities for the Asset Management Associate:**

- Gather financial information and other inputs for property pro formas and financial modeling tools; assist the AM Director with developing and/or updating these tools
- Act as the first point of contact and problem-solver for 3<sup>rd</sup> party property management companies, including approving routine service requests, resolving tenant issues, etc.
- Collaborate with 3<sup>rd</sup> party property managers and internal resident services staff to ensure good communication and intervention on behalf of tenants
- Receive and process monthly rent reports, identify patterns in vacancies or other issues
- Assist the AM Director with a variety of projects including refinance/funding activities, property assessments, compliance reports, etc.
- Conduct site visits, inspections, and reviews at properties and report back to AM Director
- Maintain accurate property files, including deeds and other legal records, loan and financing documents, operating manuals, property management plans, regulatory records, etc.
- Ensuring compliance for the portfolio by tracking management company filings, annual income certifications, state, lender, and investor reporting, as well as tax exemptions by non-profit partners

**It is GREAT if you have...**

- Bachelor's degree in real estate, finance, economics, or a related field, or equivalent experience
- Direct experience with affordable housing compliance, including LIHTC and HOME requirements
- Property management experience
- Experience working in a nonprofit setting

**It is a BONUS if you also have...**

- Lived experience within communities that have faced barriers to affordable housing; direct commitment to DevNW's mission and programs

**Apply for this opportunity to support DevNW's real estate portfolio by providing an introduction letter detailing your interest that includes the following by priority date May 26, 2022 to [careers@devnw.org](mailto:careers@devnw.org):**

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position?
2. **Demonstrate how your previous lived, academic, and/or professional background equips you with the skills necessary to meet the responsibilities (outlined above) for the position**
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

**DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.**