



ROSE Community Development is committed to equity, diversity, and inclusion. To ROSE, equity means creating conditions that enable everyone to reach their full potential. We strive to make equity part of our everyday operations and embed it within our mission of connecting our community to build good homes, healthy families, and neighborhood opportunities.

Asset Manager Job Description October 2018

The Asset Manager position is full-time, permanent and exempt. The main duties are to manage the day-to-day operations of ROSE's real estate portfolio, which include affordable housing, commercial space, and the ROSE office building. The Asset Manager works with contract accountants, property managers, and vendors, as well as ROSE Real Estate and Resident Assets staff members. Education and/or experience in real estate or accounting is required.

DUTIES:

- ❖ Ensure the physical and financial performance of ROSE rental housing, which currently consists of eleven apartments and 16 single-family/plex properties.
- ❖ Oversee and monitor property management company in day-to-day operation of apartment properties.
- ❖ Assist in development of budgets with Director of Real Estate and property management company.
- ❖ Review monthly property financials, monitor revenues and maintenance expenses with portfolio manager.
- ❖ Maintain monthly property performance dashboard and other reports for management and the Board of Directors.
- ❖ Coordinate space planning and direct construction and remodeling projects.
- ❖ Manage yearly property tax exemption applications, yearly compliance reports to funders and approval of reports sent to funders by Management Company
- ❖ Assist Director of Real Estate with short-term and long-term planning for properties including capital expenditures.
- ❖ Support the Real Estate Team's efforts to secure financing for new development and acquisition/rehab, loan applications, requests for proposals, etc.
- ❖ Advance ROSE's equity work plan to provide equitable access to ROSE housing and programs.
- ❖ Collaborate with other ROSE staff and contractors on management, accounting, resident services and other activities.
- ❖ Perform other duties as assigned.

QUALIFICATIONS:

- ❖ Working knowledge of asset management, real estate, and accounting functions.
- ❖ Education, training and/or professional or life experience in real estate, asset and property management, and accounting.
- ❖ Ability to communicate with compassion and calmly manage conflict.
- ❖ Ability to multi-task, solve problems and handle stressful situations.
- ❖ Professional interaction with staff, property management company personnel, residents, contractors, vendors, and colleagues.
- ❖ Expertise with Excel, other Microsoft Office software, and Outlook.
- ❖ Reliable transportation, valid driver's license, and proof of insurance.

PREFERRED QUALIFICATIONS:

- ❖ Bi-lingual in English and Spanish, Chinese, Vietnamese, Somali or Eastern European languages.

REQUIREMENTS:

Reports to Director of Real Estate. Full-time, salaried position. Available some evenings and weekends, including responses to property emergencies.

COMPENSATION:

Salary range from \$50,000 - \$65,000 per year. Benefits include medical, vision, dental and life insurance, paid vacation, sick leave, and employer contribution to retirement savings.

APPLICATION INSTRUCTIONS:

Submit a cover letter, resume, and completed ROSE application to info@rosecdc.org by Thursday, November 1 at 5:00 pm Pacific time. The position will remain open until filled. No phone calls, please.

ROSE Community Development provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression or any other extraneous consideration not directly and substantively related to effective performance.