



Asset Manager

Reports To: Co-Executive Director(s)

FLSA Status: Exempt

SCIDpda Mission:

Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 48-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District, and understand the importance of our organization in serving the district.

General Scope of Work: The Asset Manager reports to SCIDpda's Co-Executive Directors and contributes to the mission of SCIDpda by overseeing a diverse portfolio of real estate assets and work with third party management partners to maximize each asset's potential in areas of revenue, net operating income, capital investments and asset preservation.

Essential Duties:

1. Strategy

- Develop long range plans for new and recapitalized assets to meet owner's and investor's goals.
- Develop, implement and oversee strategic business plans for assets in the portfolio including but not limited to; operating budgets, leasing strategy, capital expenditures, and hold/sell analysis, refinancing
- Partner with Director of Property Operations/Property Operations Department to set maintenance standards and ensure these standards are met.
- Annual reporting or quarterly periodic reporting for lenders/investors
- Evaluate property performance relative to forecasts and investment targets.
- Lead and maintain relationships with SCIDpda's public funders and investors, private lenders, equity providers.
- Work across multiple departments, from Property Operations, Finance/Administration, Community Initiatives to address and solve problems.
- Maintain and manage relationships with third party property management companies.
- Manage the transition of newly built and acquired assets and ensure a smooth and successful transition to property operations.

2. Capital Projects/Improvements

- Maintain up-to-date CNAs for every SCIDpda property
- Plan and lead capital projects process in partnership with property operations and finance departments



- Plan and execute special projects that are a value add to the portfolio
- Work w/ DPO to regularly visit properties to evaluate performance, assess building conditions and resolve issues.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The qualified candidate will have background and experience in business, planning, and/or organizational management and be proactive, assertive, communicative and possess excellent leadership skills
 - Bachelors or Masters degree in Business Administration, Planning, Organizational Management, or related field
 - Have excellent oral and written communication skills
 - Proficient with budgets, basic accounting, and/or property management
 - Able to collect and synthesize data, prepare reports, engage in critical thinking, and make recommendations to management
 - Experience with program reports, government funds, grants, compliance, and financial reports
 - Ability to collaborate and work with diverse populations
 - Exceptional attention to details to ensure accuracy, completeness, and consistency.
 - Demonstrate a “growth mindset”—the ability to take initiative and think critically by identifying, analyzing, and solving problems.
 - Ability to plan, prioritize, and organize work to meet schedules and timelines.
 - Ability to compose, proofread, and edit general correspondence, and routine reports.
 - Ability to maintain a high level of discretion and confidentiality.
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- Intermediate to advanced level of proficiency in MS office Suite i.e., Excel, Word, Teams, and PowerPoint.
 - Bachelor’s Degree preferably in Real Estate, Business Administration, Finance or related field or equivalent combination of education and relevant work experience.
 - Minimum three (3) years’ experience in Asset Management or similar function in affordable multi-family real estate with two (2) years’ management experience.
 - Nonprofit experience is desired.
 - Advanced degree in Real Estate is a plus.

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

Salary Range: \$80,000-\$100,000 annually plus an annual bonus of up to 10% of salary based on the organization meeting performance goals.

Benefits include medical, dental, and vision coverage, life and disability insurance, and employer contribution toward a 401a retirement plan. Cell phone stipend. Generous PTO package.



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Employee Signature

Date