

Senior Asset Manager

About the CRA:

The Cambridge Redevelopment Authority (CRA) is a public agency that works on a small but diverse portfolio of projects. The CRA operates two commercial buildings in Cambridge, and owns and maintains a handful of public open spaces in Kendall Square. The CRA's redevelopment activities are evolving, and new programs are likely to emerge through its strategic planning efforts.

About the role:

The Asset Manager will be responsible for maintaining CRA's real estate assets and managing the community investment making programs. The CRA's management properties include two commercial buildings, three parks, and undeveloped properties. The Asset Manager will supervise the third-party property management, landscaping management, and snow management companies as well as vendors in support of the strategic management of CRA's growing inventory of properties.

This position requires the candidate to provide high level management, financial, and administrative services to fulfill the CRA's mission. The objective of the Asset Manager is to meet the performance goals - both mission and financial – for the portfolio of assets. The role is responsible for the planning of mid-term to long-term enhancement or maintenance requirements. The role requires the ability to function independently, report clearly in written and oral communication, and provide thoughtful and thorough recommendations to the Executive Director and the Director of Finance and Operations for the portfolio of assets.

Core Duties and Responsibilities:

Core duties and responsibilities include the following. Other duties may be assigned.

- Independently monitor the activities of the daily operations of the properties, and report significant information to Director of Finance and Operations and Executive Director.
- Direct and monitor the third-party property management companies to ensure tenant satisfaction, smooth building operations, and thorough property maintenance.
- Identify, evaluate, and recommend capital improvement and replacement projects in the agency's operating portfolio.
- Collaborate with the development team on new real estate and open space construction projects.
- Review and analyze monthly property financial statements for reporting to the Director of Finance and Operations, Executive Director, and CRA Board, as requested.

- Review annual operating budgets to insure implementation of multi-year plans and coordination with property management.
- Represent CRA to all stakeholders—partners, lenders, property managers, vendors, tenants, and community members, with a strong understanding of our mission, vision, and values.
- Create asset management plans for properties- including inventory management, replacement, and maintenance of the CRA’s inventory of furniture, fixtures, and equipment.
- Perform routine site inspections.
- Support and make recommendations on new acquisitions and project proposals.
- Attend monthly CRA Board meetings and relevant community meetings.

Physical Demands of the Job

- The role of Senior Asset Manager is primarily in an office setting in Kendall Square. The role requires routine site visits to the buildings, open spaces, and to meet stakeholders and community members.

Knowledge, Skills and Abilities

- Demonstrated skills in asset management, planning, and analyses of financial and technical information.
- Proven ability to oversee successful budget performance from third parties.
- Strong, clear, tactful communicator in writing and verbally.
- Proactive and forward thinking to prevent problems and taking appropriate action to be responsive to issues.
- Enthusiastic and team building spirit, able to lead on a project, and able to be an expert, contributing member.
- Computer literacy in various software applications using spreadsheets, word processing, and databases.
- Proficiency and demonstrated experience and ability to create and manage budgets and reports with Excel and Quickbooks.
- Ability and experience utilizing operating financial data to model and analyze performance, and report recommendations.
- Work collaboratively to create and refine reporting procedures, databases, and other informational systems to collect data, track projects, enhance communication, and distribute to the team and the CRA Board.
- Completes other tasks as assigned related to real estate asset management, policy development, budgets, planning, maintenance of records, systems, and administration.
- Keen understanding of the owner role and function to carry out dual bottom line of social mission and financial viability.
- Knowledge of real estate development, affordable housing finance, and asset

management functions.

- Possesses an entrepreneurial and creative approach to problem solving in the field of mission asset management.
- Demonstrate leadership in the work environment.
- The successful candidate will possess the highest standards of ethics and integrity in all of their work and will be expected to hold CRA's organizational values.
- The successful candidate will enjoy working with a diverse team of professionals and for a diverse set of constituents.

Education & Experience

- Minimum of seven years of progressive experience in real estate asset management, property management, or affordable housing development.
- Bachelor's degree in Business, Management, Finance, Planning, Real Estate, or related fields. Equivalent technical education background will also be considered.

Salary and Benefits

The salary range for this position is \$90,000 - \$100,000. The benefits package includes health, dental, participation in the Cambridge Retirement pension system, 457 retirement savings plan, flexible spending plan (FSA), transit and mobile subsidy, 3-weeks' vacation, 4 personal days, and all State and Federal holidays.

The CRA offers a flexible work schedule with up to 2 remote days.

Apply

Please submit your application by September 23, 2022 to planning@cambridgeredevelopment.org, using "Senior Asset Manager" in the subject line and attach your resume and cover letter as one PDF. We will be reviewing the applications on a rolling basis.

The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach. We encourage qualified candidates from all backgrounds to apply.

For additional information about the CRA, please go to [Cambridge Redevelopment Authority](https://www.cambridgeredevelopment.org)