JOB ANNOUNCEMENT

Date Posted  December 13, 2022
Title  Asset Management Project Manager
Compensation  Salary range: $79,873 to $108,399
Benefits include medical, dental, and vision, with family coverage with copay; employer contributions to 401(k) retirement account; life/STD/LTD insurance; and vacation and sick leave.
Status  Full-time, regular, salaried, exempt position
Reports to  Director of Asset Management
Before You Apply  HDC is committed to providing you with information you need to understand whether this position is a good fit. Before applying for this position, please visit hdc-nw.org/careers to review HDC’s current policies related to diversity, inclusion, non-discrimination, remote work, and Covid-19 safety.
Application Process  Send a cover letter and resume to Kimberly Taylor at kimberly@hdc-nw.org, using the subject line Asset Management Project Manager. In your cover letter, please describe how your background and experience prepare you for this position. If you need an accommodation to complete the application process, please contact Meredith Bowie at meredith@hdc-nw.org.

About Housing Development Center

Housing Development Center (HDC) is a nonprofit consulting group founded in 1993. Our staff are committed to fostering equitable communities where all people have the opportunity to meet their basic needs and thrive. Working in communities across Oregon and southwest Washington, we provide integrated services in the areas of affordable housing and facilities development, asset management, policy and industry support, and community development.
financing. Our mission: Centering those who have been historically oppressed, HDC collaborates with its partners to envision, develop, and sustain affordable homes and community places.

For more information, visit www.hdc-nw.org.

**Position Summary**

HDC’s asset management department is a growing team of project managers who are responsible for providing consulting services and technical assistance to community development corporations, housing authorities, funders, and lenders to support best practices in affordable housing asset management. The asset management project manager’s primary responsibility will be to lead the Metro Regional Long-Term Rent Assistance (RLRA) program’s Risk Mitigation Program (part of the Landlord Guarantee Program). This is an exciting opportunity to launch a new program, to engage important regional stakeholders in ground-level affordable housing policy implementation, and to ensure Metro-area landlords continue to use the RLRA program to provide much-needed rental units for those experiencing homelessness. The RLRA Risk Mitigation Program (RMP), a tri-county initiative administered by HDC through contracts with Clackamas, Multnomah, and Washington counties, helps landlords cover excess costs associated with operating RLRA-subsidized permanent supportive housing. The position's responsibilities related to administering the RMP will include processing reimbursement claims, facilitating an advisory committee affiliated with the program, meeting with RLRA program managers, and providing training to participating landlords. The position will also be responsible for administering the Portland Housing Bureau's Risk Mitigation Pool, which is similar to Metro's RMP. The ideal candidate is someone with a background in project management and/or affordable housing who is passionate about contributing solutions to Oregon's houselessness crisis. When time permits, the person in this position will be assigned to assist with asset management consulting work with nonprofit affordable housing owners that form HDC’s primary client base. For more details about Metro's RLRA Program, the Landlord Guarantee and Risk Mitigation Program, please check out this document:


**Essential Functions**

As an asset management project manager at HDC, you will...

— Demonstrate a strong commitment to HDC’s organizational mission and values.
— Be able to work professionally, effectively, and respectfully with individuals of diverse backgrounds and with culturally specific organizations.
— Be able to work independently, manage multiple priorities, and identify critical paths to desired outcomes.
— Demonstrate a strong customer-service ethic.
— Develop and maintain excellent professional relationships.
— Be able to work as an effective consultant to clients who have different collaboration styles and who bring different perspectives and experience levels to the work.
— Be able to coordinate collaborative processes involving team members from multiple organizations and across disciplines.
— Work well with the HDC asset management team and be able to collaborate on multiple projects simultaneously.
— Demonstrate and maintain up-to-date, professional-level skills and knowledge in key areas:
  o High proficiency with Windows-based word processing and spreadsheet programs.
  o Strong written and verbal communication and facilitation skills.
  o Excellent project management skills, including the ability to schedule and coordinate complex collaborative tasks and to lead meetings efficiently and effectively.
— Ability to lead program and project teams to achieve desired objectives.
— Meet essential physical and administrative requirements:
  o Be willing and able to travel to in-person meetings (when it is safe to do so). Meetings are primarily located in the Portland-metro area, along the I-5 corridor as far north as Vancouver and as far south as Eugene.
  o Take responsibility for accessing transportation required for work-related business.
  o If driving for work, maintain a valid driver's license and meet Oregon's minimum auto insurance requirements.

Primary Responsibilities

**Metro’s Risk Mitigation Program and Portland Housing Bureau’s Risk Mitigation Pool:**
— With oversight from the director of asset management, provide administrative services for both Metro's RMP and Portland Housing Bureau's RMP, including program development, contract oversight, fiscal management of the programs, and reporting.
— Process RMP claim requests: review applications, invoices, and other documentation from property owners, track costs against claim maximums, and determine cost reasonableness. Communicate with property owners about claim submissions and requests for additional information.
— Facilitate advisory committees for both programs, including selecting and engaging with committee members, gathering feedback, and drafting program recommendations.
— Create and lead program trainings and work sessions for participating property owners.
— Coordinate and communicate with county/city administrative staff, as needed, to ensure the programs are running smoothly and efficiently.
With support from HDC’s communications manager, design outreach and marketing materials for the programs and oversee the programs’ webpage, making recommendations for application process improvements where applicable.

**Other Projects:**

- Assist HDC’s asset management team with providing consulting services, technical assistance, and data analysis to nonprofit affordable housing owners (HDC’s asset management clients) in the following areas:
  - Financial review and property performance analysis
  - Property restructuring and repositioning options
  - Development of asset management systems and policies
  - Guidance for property management oversight
  - Recommendations for improvements to compliance and capital planning systems
- Assist director of asset management to proactively respond to the changing needs and interests of HDC clients.
- Work as part of a team of HDC project managers, participating in team meetings and providing feedback and support to peers.
- Other duties as assigned.

**Required Qualifications and Experience**

*Studies have shown that women and people of color are less likely to apply for jobs for which they might reasonably be considered and hired, compared to others with similar qualifications. HDC encourages you to apply if you aren’t sure whether you meet every qualification listed or if you require a reasonable accommodation to perform job duties.*

- At least three years of employment experience in project management, property management, asset management, real estate, housing policy, affordable housing development, community development, or a related field.

**Preferred Qualifications and Experience**

- Experience in project management.
- Experience in teaching and/or group facilitation.
- Familiarity with Metro, City of Portland, and State of Oregon affordable housing policies, programs, and participants.
- Experience as a technical assistance provider or program manager in the nonprofit, affordable housing, or public sectors.