



119 West Hall Avenue
San Ysidro, CA 92173
619-428-1115
www.casafamiliar.org

POSITION DESCRIPTION

Asset Manager

Classification: Full-Time (Exempt)

Salary Range: \$110,000 – \$130,000

Reports to: Vice President & Chief Community Development Officer

To Apply: Submit resume to hr@casafamiliar.org

Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.

Casa Familiar's mission is to enhance quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. **Casa's values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.**

Casa seeks to employ individuals that perform all assignments with a positive “can-do” attitude while demonstrating organizational values. Ideal employees have a strong desire to support Casa Familiar's mission and the community we serve.

POSITION OVERVIEW:

The Asset Manager is responsible for overseeing and coordinating asset management for current and future properties that are funded through a variety of private, federal, state, grants and local sources. This includes representing Casa Familiar's ownership interests and maintaining the real estate assets. That portfolio includes housing projects, community facilities and commercial space. The Asset Manager also participates in short- and long-term planning of department goals and objectives. Successful work performance requires skill in coordinating work with other departments and outside agencies. The position interfaces closely with Casa Familiar's Accounting Department, Property Management and real estate development departments.

Real Estate Portfolio: Casa's housing portfolio consists of several affordable multi-family complexes, community facilities and commercial space, located in the southern portion of San Diego County. Its portfolio includes several large affordable housing complexes in which Casa is the managing general partner. Casa Familiar manages a scattered site portfolio of smaller affordable housing complexes for which it is the sole owner. Casa also operates several community facilities including office space and recreational facilities owned by the City of San Diego.

JOB SUMMARY:

The Asset Manager will create and lead Casa Familiar's asset management strategies, streamline processes, create financial and physical needs strategies, set performance benchmarks, develop plans for corrective actions, and develop an eviction prevention protocol and process. The Asset Manager will develop a tenant protection protocol and process, which includes eviction prevention to ensure optimum property performance and a high-quality affordable housing experience.

The Asset Manager will develop the process to establish property goals and outcomes and then measure progress against those metrics. They will identify and implement recapitalization and refinance opportunities for Casa Familiar's portfolio of assets, ensuring financial performance and that capital needs will be met.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Property & Partnership Management Oversight – 35%

- Assist in addressing and solving issues as directed by ownership.
- Perform asset management responsibilities focused on affordable properties to enhance asset value while maintaining Casa Familiar's reputation.
- Provide direct oversight of portfolio of properties where Casa Familiar is a partner in.
- Prepare and deliver monthly communication to ownership on issues identified in the portfolio based on reporting received, site visits, and other areas of focus as identified by ownership including reputation and regulatory risk, physical issues/major capital projects, other concerns, and property inspection reports.
- Provide oversight of in house and direct oversight of partnership properties,
- Preparing and modifying policies and procedures
- Evaluate property management performance against industry benchmarks to ensure optimum property performance (physical and financial) and compliance with regulatory agreements and loan covenants.
- Conduct routine site inspections to determine the physical condition and results of property management activities
- Manage cash flow tracking systems, analyze performance against annual operating budgets, research variances, and implement operational changes
- Build annual operating budgets for these real estate projects as a part of Casa's budget process
- Develop and maintain replacement reserve analyses for the portfolio, and process replacement and operating reserve draws

- Oversee the establishment of rent levels and annual rent increases based on the market and restrictive covenants on the properties.
- Prepare the initial setup filing to the State of California for new assets for welfare tax exemption
- Ensure the timely filing of the property tax exemptions annual filings with the County of San Diego on all the applicable properties.
- Develop systems for tracking financial, regulatory, and physical performance of the asset
- Ensure each property performance or develop mitigation plans for underperforming assets
- Work with cross functional teams on any needed communication and engagement strategies necessary for successful operation of the assets
- Annually review and renewal of property insurance coverage in coordination with the broker.

Compliance and Reporting – 20%

- Ensure compliance and reporting with all income and rent restrictions for all properties.
- Provide oversight of the preparation and submission of required compliance reporting
- Manage property files, loan documents, partnership agreements, operating manuals, and property management plans.
- Maintain a preventive maintenance program for all properties to ensure cost-effectiveness in preserving the real estate assets.
- Develop, provide, and present reports, performance dashboards, and other similar materials as required by various stakeholders.
- Maintain effective relationships with residents, community and industry groups, including partners, investors, lenders, and regulatory bodies.
- Work with the Finance Department to review and deliver audits, budgets, monthly reports and updates to required parties including executive leadership.

Collaboration with Community Development Department - 35%

- Work independently and/or in collaboration with Community Development staff to help oversee contractors by monitoring construction, rehab, and property repairs to ensure project/property stabilization.
- Work in collaboration with Community Development Department and/or Property Management Company to resolve any property related operational matter
- Develop Capital Plans for existing or newly acquired properties
- Assist with developing operating budgets for new and existing developments

Other Duties - 10%

- Participate in various external working groups dedicated to community development and/or asset and property management
- Participate in various agency events and initiatives as required or needed
- Other duties as assigned

Supervision: This position is not expected to directly supervise staff. This position is expected to act as the owner's representative for the portfolio of assets and oversee vendors and contractors for capital projects.

SKILLS, EXPERIENCE, AND EDUCATIONAL REQUIREMENTS:

- Experience with affordable housing program.
- Experience with capital improvements projects and/or small rehab and/or construction projects
- 3-5 years of relevant work experience.
- Willing to take training courses and attend meetings during and after regular business hours.
- Effective communicator and collaborator
- Computer Proficiency in Word, Excel, and Outlook
- Excellent oral and written communication skills
- Ability to read, interpret, and present financial data
- Ability to effectively prioritize tasks and work independently and in groups
- Ability to handle sensitive and confidential information
- Ability to work with diverse cultures and aptitudes
- Ability to oversee projects and portfolios
- Basic knowledge of building methods

- Excellent leadership and customer service skills.
- Bilingual English/Spanish preferred

- Valid California driver's license and regular availability of an insured vehicle for travel within the San Diego County area

ADDITIONAL INFORMATION:

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking,



119 West Hall Avenue
San Ysidro, CA 92173
619-428-1115
www.casafamiliar.org

being able to lift up to 25 lb., and being able to drive to the bank and do other errands pertaining to organizational operations. A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time, exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

BENEFITS SUMMARY:

- Medical, dental, vision, and life insurance
- 403(b) Retirement – Casa contributes 3% of your annual income.
- 403(b) Retention Benefit – additional contributions are given based on years of service: 10 years \$5K, 16 years \$10K, 21 years \$15K, 26 years \$20K
- Annually - PTO 5 paid days off (1st year), 8 hours a month of sick leave (12 sick days a year), 12 paid holidays, 6 paid wellness days, paid winter break
- (Dec. 23 – Jan. 3 but dates may vary slightly - this break is subject to change if business needs change)
- Bereavement - up to 5 days
- Jury Duty - up to 3 days
- Employee Assistance Program (EAP)
- *Potential* for hybrid working

