



# Job Description

## Asset Manager Analyst

### I. Overview:

Category	Information
Job Title	Asset Manager Analyst
Division	Real Estate Division
Department (if any)	Asset Management
Status	Non-Exempt (Part or Full time)
Hours	20 - 40 hours per week
Supervisor/ Reporting	Associate Director of Asset Management
Supervisory Responsibilities	None

### II. Description

The Asset Manager Analyst performs a range of duties in Many Mansions' Asset Management Department. The Asset Manager Analyst's primary duty is to help ensure that the assets of the organization are meeting the organization's mission in a fiscally responsible manner. The Asset Manager Analyst reports directly to the Associate Director of Asset Manager.

### III. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Asset Manager Analyst include, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	<b>Financial Analysis</b> - Review & analyze the monthly financial statements to monitor the portfolio's overall financial performance. Research variances to budget using Yardi software. This position will help develop the properties' budgets and help to resolve significant variances to the budget.

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No.	Essential Duty or Responsibility
2	<b>Long-Term Capital Planning</b> – Assist with the long-term capital planning process. This includes monitoring the progress of the plan throughout the year and providing insight for projects that should be included in future capital improvement plans. This may also include assisting with the oversight of large capital projects, including coordination with other divisions.
3	<b>CDBG Capital Projects</b> - Assist with the CDBG (Community Development Block Grant) capital projects for the portfolio. This includes applying for CDBG capital projects, monitoring compliance for funding sources, submitting reporting requirements, coordinating with other divisions, and overseeing project completion. As part of this process, this position may be required to attend meetings with funding cities & counties. Communication with key stakeholders is crucial for continued relationships with government agencies and their representatives.
4	<b>Specifications Book</b> - Assist in selecting, maintaining & updating the specification list of fixtures, replacements, finishes and furnishings of current and future properties.
5	<b>Communication</b> - Update key stakeholders at Many Mansions and other agencies on the status of projects, construction coordination, and others as needed.
6	<b>Other duties as assigned.</b>

**IV. Qualifications & Conditions:**

Category	Qualification or Condition
Communication	<ul style="list-style-type: none"> <li>• Proven communication skills to a broad audience - including external agencies, executive management, and low-income residents.</li> <li>• To speak, listen, and respond effectively with and among staff, agencies, residents, and others.</li> <li>• Proven history of clear &amp; persuasive correspondence.</li> <li>• Ability to present and speak effectively before groups and organizations.</li> </ul>
Computer Skills	Microsoft Excel proficiency required. Must be literate in Microsoft Office programs such as Word, PowerPoint,

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	and Outlook. Yardi software experience preferred. Training on Yardi software will be provided.
Driving	Very limited driving may be required for this position. Therefore, the applicant must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor vehicle insurance.
Education and/or Experience	Minimum three years of experience in either finance, property management, accounting, or project management required. A Bachelor's degree in finance, accounting, real estate, urban planning, public administration, or a related field is preferred. Experience in a non-profit highly desired. Master's degree is a plus.
Leadership Skills	Demonstrated ability to work well with others and provide leadership. Ability to work remotely with effectiveness.
Analytical & Reasoning Skills	Excellent analytical and problem-solving skills. This includes, but is not limited to, the ability to perform intermediate math problems, resolve practical problems with multiple variables in situations where only limited information exists, and interpret data and/or instructions.
Physical Demands	While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The employee is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
Work Environment	<b>Moderate stress work pace.</b> Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Corporate culture is friendly and goal oriented. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

<b>Category</b>	<b>Qualification or Condition</b>
Other Skills and Abilities	Affordable housing, real estate, asset management, property management, or related certifications/licenses desirable.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

*To apply, please email resume, cover letter, at least 3 (three) references and **[employment application](mailto:colleenm@manymansions.org)** to [colleenm@manymansions.org](mailto:colleenm@manymansions.org).*