

20-36 Asset Manager
ADMIN/CCHDC, Full Time, Oahu

INTRODUCTION: The Asset Manager is responsible for creating and maintaining a safe, enjoyable, and affordable living environment for tenants of properties owned by the Catholic Charities Housing Development Corporation (the Corporation) and preserving real estate value and returns through creation and implementation of policies and procedures of the Corporation. This role includes overseeing all operational activities from investment underwriting prior to development through oversight of maintenance and operations, and compliance with reporting and financing requirements. This position will also assist in the oversight of the development pipeline including all potentially new projects in all phases of development including predevelopment, development and post-development. This position entails full fiscal management responsibility for the Corporation's portfolio of assets. The Asset Manager must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

The Asset Manager position, in conjunction with designated members of the Corporation's Board of Directors (Board), will act as the owner's representative and on behalf of the owner regarding matters relating to assigned assets within defined limits of authority.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor degree in business or related field plus three (3) years of directly related work experience to include progressively responsible work experience in asset or property management, preferable related to affordable housing.

EMPLOYMENT CLEARANCE REQUIREMENTS: Credit Check, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification, Employee ID badge.

DEADLINE TO APPLY: July 15, 2020