

#26-57 Asset Manager

ADMIN/CCHDC, Full Time, Oahu

The Asset Manager (Manager) is responsible for overseeing the performance and long-term sustainability of the Corporation's affordable housing portfolio. This role ensures that properties remain financially sound, operationally efficient, and fully compliant throughout their affordability periods. The Manager oversees portfolio performance to protect and enhance long-term asset value. Responsibilities include overseeing the financial performance and reporting of each housing project in the Corporation's portfolio; developing and maintaining property-level and portfolio-level financial reporting, analyzing property performance, and conducting variance and forecasting analysis, ensuring ongoing compliance with LIHTC, lender, and public funding requirements, and proactively managing risks affecting affordability, physical condition, and financial sustainability. The Asset Manager must demonstrate an active commitment to the Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree in Finance, Real Estate, Accounting, Business Administration, or a related field required. Master's degree (MBA, MRED, or related field), JD, or professional certifications (e.g., CPA, CFA, CPM, or RPA) preferred. Minimum five (5) years of experience in real estate asset or property management, with a focus on multifamily or affordable housing portfolios. Strong background in full-cycle financial management (budgeting, forecasting, reporting), knowledge of LIHTC/HUD compliance and financing structures, and ability to oversee third-party property managers and translate financial data into strategic recommendations.

EMPLOYMENT CLEARANCE REQUIREMENTS: Credit Check, Hawaii State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: \$97,000.00 - \$120,000.00

DEADLINE TO APPLY: July 23, 2026

*Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>*