

# SENIOR ASSET MANAGER



## About the Southwest Minnesota Housing Partnership

The Southwest Minnesota Housing Partnership (SWMHP) is a 501(c)3 Community Housing Development Corporation with offices located in Slayton and Mankato Minnesota. Since its inception in 1992, the SWMHP has developed, financed, or rehabilitated over 10,062 housing units with \$799,523,800 of private and public investments, have assisted over 7,500 new and existing homeowners with homeownership services, and provides 2,104 affordable rental homes in 67 properties located in 36 communities throughout our region. Providing services in over thirty rural counties in Minnesota and Iowa our customers are defined as local units of government, nonprofit organizations, individuals, and families, especially people who are most in need.

## Our Mission, Vision, and Values

**Mission** – We partner with communities to develop places for people to call home.

**Vision** – Where every person has access to a welcoming home, and every place has a thriving and equitable community.

### Values

#### **STRONG RURAL COMMUNITIES**

Investment in rural communities contributes to economic, social, and family stability across our region, the state and the nation.

#### **SAFE HOUSING AS A FUNDAMENTAL RIGHT**

A stable family requires a supportive home. A stable community requires accessible and welcoming neighborhoods. Strong economies require ongoing shared investment in homes, neighborhoods, and communities.

#### **SHARED EMPOWERED FUTURE**

Communities have the right to determine their futures and engage partners to bring their visions to life. Neighborhoods are strengthened by diversity, creating strong and sustainable communities.

#### **INNOVATION CENTERED IN QUALITY AND SUSTAINABILITY**

A focused investment on high quality services assures the long-term health of rural communities across our region. Dignity and pride in communities are advanced by community planning, design, building, resident services, and sustainable resource management.

#### **PEOPLE WORKING TOGETHER**

Staff and volunteers who create a desired future for the people we serve are critical to long term success in collaboration with private, governmental, and community partners.

## The Role

This Senior Asset Manager is responsible for general management of all real-estate owned by the corporation or subsidiary organizations. This position will require a proactive approach towards the management and protection of corporate real estate assets. Informs policy recommendations, establishes standard operating procedures, and implements all aspects of property and asset management of the corporation's owned portfolio. Other duties will include the development of property management strategy and planning, including the monitoring of the performance of management agents, qualifications of tenants, reporting to financing agents, budgeting and the management of capital reserves, investments concerning capital reserves, oversight and management of property insurance coverage, physical repairs, and the maintenance of property. The position will also be responsible for the establishment of initial operating budgets, establishment of initial rental structure and research entailed with the acquisition or development of new property.

## Reporting Relationships

The Senior Asset Manager reports to the Chief Operating Officer. Provides oversight and guidance to the Asset Manager.

## Work Environment

The SWMHP is a mission orientated organization that has continued to grow over the last thirty (30) years. The SWMHP offers and provides a flexible work schedule and environment placing an emphasis on achieving a manageable work/life balance. The organization operates in a hybrid work environment with some staff in the office 1 – 2 days per week, others in the office daily and some working fully remote. Business hours are Monday – Friday on varied schedules based upon staff preference and the individual demands of each position.

## The Ideal Candidate

The SWMHP seeks an individual who mission orientated and thinks strategically while also accounting for organizational impact and ongoing financial sustainability of the multi-family portfolio. We are looking for someone who desires growth within their career as the long-term goal for this position is to transition into the role Director of Property and Asset Management.

The ideal candidate will possess the following experience and qualities:

- Associate or Bachelor's degree in Accounting, Business Administration, or related field is preferable
- At least three years of industry, property management, or asset management experience preferred.
- Strong leadership skills with the ability to communicate effectively to a variety of audiences.
- Strong problem-solving, analytical, and decision-making skills, with the ability to think innovatively.
- Must be able to work independently and manage competing priorities.

## **Salary and Benefits**

SWMHP offers a comprehensive benefits package that includes paid time off, eleven (11) paid holidays, 403(b) match, flexible work schedule, and health insurance, life insurance, short term and long term disability benefits. The annually salary range for this position is \$60,000 to \$70,000 depending on qualifications.

## **Hiring Timeline**

This position will remain open until filled with a first round review of resumes taking place the week of April 3, 2023.