COMMUNITY PARTNERS FOR AFFORDABLE HOUSING

Job Posting

(For External Use)

Permanent Supportive Housing (PSH) Asset Manager

How to Apply

Submit your resume and cover letter to jobs@cpahoregon.org with the subject line: **[Job Title] Application – [Your Name]**. **Applications without a cover letter will not be considered.** Applications will be reviewed on a rolling basis until the position is filled.

Job Title: Asset Manager, Permanent Supportive Housing (PSH)
Department: Housing
Reports To: Housing Director
FLSA Status: Exempt
Job Type: Full-Time, Permanent
Work Location: [Location – Hybrid/In-Office]
Salary Range: $80,000 – 100,000

About CPAH

Community Partners for Affordable Housing (CPAH) advances housing justice by building sustainable housing, delivering supportive services, and providing people with a place to call home. CPAH is a growing organization, building and providing affordable housing for over 600 households in Washington County and SW Portland and supporting almost 200 households who are exiting homelessness. This position will support CPAH's ability to develop and maintain high-quality affordable housing while providing a range of resident services for youth, seniors aging in place, people exiting homelessness, working families, and some of our most vulnerable neighbors.

About the Role

The Permanent Supportive Housing (PSH) Asset Manager is responsible for the oversight, stability, and compliance of CPAH's PSH real estate portfolio. The role ensures long-term sustainability, financial health, and operational effectiveness of CPAH's PSH properties while aligning with CPAH's mission to support housing stability for vulnerable residents.

This position plays a critical role in asset management and compliance, working closely with property management teams, service providers, case managers, local jurisdictions, and CPAH's internal teams. The PSH Asset Manager will identify and mitigate risks, oversee financial performance, and develop best practices for PSH asset management. This position will start with a smaller portfolio of real estate assets, around 200 units, and develop best practices as CPAH adds new properties to its real estate portfolio, increasing to about 500 units over the next three years.

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Essential Duties and Responsibilities

Asset & Portfolio Management

- Maintain frequent, positive, and professional relationships with property management teams.
- Monitor property performance, financial stability, and compliance with regulatory agreements.
- Provide feedback and prompt corrective guidance when property management teams do not meet expectations.
- Track and manage PSH portfolio performance using reporting tools and financial data.
- Ensure that housing stability for residents is prioritized, minimizing tenant turnover and reducing exits that lead to homelessness.
- Create and collect annual resident satisfaction surveys, using data to inform capital planning and operational improvements.
- Actively participate in asset management training, conferences, and education in alignment with CPAH's strategic goals for the position.

Financial & Compliance Oversight

- Lead the annual budgeting process for each property, ensuring financial sustainability and review PSH related grants and grant requirements with resident and supportive services teams.
- Lead lease-up processes for new developments, including compliance with tax-credit regulations and funding agreements.
- Complete financial reporting, insurance requirements, lender compliance, and regulatory obligations.
- Maintain accurate records and ensure compliance with funding and program and reporting requirements.
- Develop and maintain cash flow projections and track financial performance against the budget.

Collaboration & Stakeholder Engagement

- Work closely with Resident Services and Supportive Services teams to ensure effective relationship with property management and to support housing stability for residents.
- Provide accurate and timely feedback to internal teams regarding status of their concerns or feedback.
- Maintain strong relationships with CPAH's external partners, including government agencies, investors, and funders.

Operational & Strategic Leadership

- Develop and document best practices for PSH asset management.
- Lead meetings with services and property management to develop strategies to correct or enhance property performance, resident experience, and onsite staff experience.
- Track compliance, reporting cycles, and property performance metrics.
- Provide data-driven recommendations to CPAH's senior leadership.
- Participate in special projects and initiatives as assigned by the Housing Director.
- Collaborate with CPAH's resident services team, property management, and local housing authorities.
- Represent CPAH in peer groups, industry discussions, and ongoing professional development opportunities.

What We're Looking For

- Minimum two years of experience in nonprofit real estate asset management **OR** strong relevant experience in finance, budgeting, or project management.
- Proficiency in Microsoft Excel and Microsoft Office suite, with data analysis and financial reporting skills.
- Experience reading, understanding, and negotiating contracts, regulatory agreements, and financial statements.
- Ability to communicate effectively with diverse stakeholders.
- Understanding basic accounting principles and GAAP.
- Experience managing multiple budgets simultaneously.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Enthusiastic commitment to learning and professional development.

Qualifications

- B.A. or B.S. degree, AND at least three years of experience in one or more or the following: real estate portfolio management OR budget management OR a related field with similar skills.
- Other combinations of education and experience will be considered — **applicants should detail transferable skills in their cover letter**.

Preferred Qualifications

- Experience managing properties with Low-Income Housing Tax Credits (LIHTC), HUD Section 8, project-based vouchers, or other affordable housing programs.
- Experience working with supportive service providers or within a PSH program in housing.
- Familiarity with commercial lending and real estate finance in Oregon.
- Knowledge and expertise in Oregon Landlord Tenant Law.
- Project Management experience as the project lead.

Work Environment & Physical Requirements

- Hybrid work environment with flexibility to work remotely part-time.
- Requires occasional evening and weekend meetings/events (<10%).
- Primarily an office-based role, requires regular onsite visits to CPAH's portfolio in the Portland Metro area.

Why Join CPAH?

CPAH offers a mission-driven, supportive workplace with a strong commitment to diversity, equity, and inclusion. Our benefits include:

- 100% employer-covered medical, dental, and vision insurance.
- Employer-funded 403(b) pension plan.
- Paid vacation, holidays, sick leave, and bereavement leave.
- Short-term and long-term disability, life insurance, and parental leave.
- Four-week paid sabbatical after seven years.
- 36-hour workweek with four hours of wellness time (compensation based on 40 hours).

Commitment to Diversity, Equity, and Inclusion

CPAH encourages bilingual and multicultural candidates to apply. We prioritize historically and currently underserved communities in housing, services, and our workplace. CPAH values experience working with communities of color and other marginalized populations and offers a pay differential for staff who can speak languages relevant to our resident community.

Equal Opportunity Statement

CPAH is committed to creating an inclusive and diverse work environment. We encourage applications from candidates of all backgrounds, particularly those from historically underserved communities. If you meet most but not all of the qualifications, we still encourage you to apply.