



## FOUNDATION COMMUNITIES JOB DESCRIPTION

**JOB TITLE:** Asset Manager

**DEPT/DIV:** Asset Management

**REPORTS TO:** Director of Real Estate Operations

**FLSA STATUS:** Exempt

**WORK LOCATION:** Main Corporate Office

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**Position Summary:** The Asset Management team focuses on the long term stewardship of the portfolio. The Asset Manager is responsible for the oversight of the financial and physical performance of the assigned real estate portfolio. This includes supervising major capital improvement projects, coordinating and monitoring property preventive and UPCS inspections, reviewing financials, trend, and other related reports. Will assist in overseeing the organization insurance policies. This position should be able to interface in a collaborative manner with all departments to include property management, development, resident services, social services, learning centers, sustainability and risk and safety services. The Asset Manager is expected to play a lead role in the successful implementation of standardized operations impacting the real estate portfolio.

**Minimum Qualifications** (experience, education, credentials, language):

Position should have a minimum of five years real estate experience in a Property Manager level position. Construction management experience is helpful. Any real estate related training, degrees or credentials from an apartment association, CPM, IREM or Neighborworks or university is preferred.

**Physical Demands/Work Environment:** (include amount of lifting, twisting, bending, sitting, standing, keyboarding, driving, noise, indoor/outdoor etc.) Position will include walking property sites for inspections, travel to the sites and office time.

**Other:** Position is Full Time with health and retirement benefits after required employment periods are met.

**If interested send a resume and cover letter to [Resume@Foundcom.org](mailto:Resume@Foundcom.org)**

***Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation & gender identity***