



The Bay Area Community Land Trust is **HIRING!**

POSITION: Real Estate Asset Manager

ABOUT BACLT

The Bay Area Community Land Trust (BACLT) is a democratic organization advancing housing as a human right by creating permanently affordable, resident-controlled housing cooperatives in the East Bay. BACLT preserves multifamily housing where residents are at risk of displacement by permanently removing rental units from the speculative market and supporting those residents in creating a Housing Co-op. BACLT also provides education for new and existing Co-op residents. BACLT is democratically governed by its predominantly low-income residents and members. BACLT currently has eight properties, with 75 units, and several more projects currently underway in Berkeley and Oakland.

CORE RESPONSIBILITIES

The Asset Manager is responsible for the development and implementation of strategies to preserve and enhance the value and condition of BACLT's properties, as well as ensure that Local, State, and Federal agency regulations and asset performance goals are met or exceeded. The Asset Manager is hired by and reports to the Organizational Director, and works closely with the BACLT collaborative team of staff and committees. The Asset Manager will also work with the Project Director to assess potential new project acquisitions and steward those projects into the Land Trust portfolio.

BACLT seeks an individual who will bring skills, enthusiasm, and readiness to grow into a leadership role in some of the following essential shared areas of work:

Business Planning and Financial Reporting (~25%)

- Develop & Manage an Asset Management Business Plan
- Manage Financial & Compliance Reporting for all properties

Property Asset Management & New Project Support (~35%)

- Create & manage annual property operating budgets
- Establish long-term capital needs plans and preventative maintenance plans
- Manage reserve draws as needed
- Ensure compliance with all regulatory guidelines at all times
- Review portfolio performance, identify under-performing issues and work collaboratively with Co-op residents and staff to identify solutions
- Review budgets and operating expenses for new acquisitions with Project Director
- Work with Project Director to evaluate new properties for development, property management, lease-up, construction management, risk management, welfare exemption filings, and accounting
- Lead loan restructuring requests with support from the Project Director and Project Committee
- Effectively manage a variety of consultants & professionals
- Support team with tenant organizing and strategies to bring housing under community control

Community Engagement and Relationships (~10%)

- Participate in BACLT education and advocacy efforts
- Build trust and maintain working relationships with residents, landlords, brokers, professionals, lenders, and city staff to move new projects through acquisition in a professional manner
- Represent CLT & Co-op models through local, regional, and state-wide policy initiatives
- Develop positive working relationships with internal team members including Co-op residents collaboration, proactive communication, and empathy

Insurance Management and Procurement (~5%)

- Procure insurance policies in collaboration with staff and Co-op teams.
- Initiate and track new and open insurance claims

Welfare Tax Exemptions (~5%)

- Manage initial and annual Welfare Tax Exemption filings and compliance
- Manage Annual Household Income Re-certifications with support other staff

General Administration (~20%)

- Maintain asset management database and documentation systems
- Contribute to organizational visioning, planning, and system management improvements
- Attend staff and committee meetings for collaborative input and cross-training
- Attend training and education classes to maintain current knowledge on Asset Management best practices through industry training sessions and annual conferences, as needed.

QUALIFICATIONS/ SKILLS/ EXPERIENCE

The ideal candidate will have experience working with people from diverse socio-economic and cultural backgrounds, will be passionate about the organization's mission, and be experienced in project and/or asset management, and working independently with accountability to a team. Requirements include:

- Deep alignment with & enthusiasm for BACLT's mission
- Minimum of three (3) years of professional experience in any combination of multi-family compliance and/or multi-family real estate asset management, property management, finance, or related field; OR, a minimum of two (2) years in affordable housing development, ideally with some experience with CLTs &/or cooperatives.
- Undergraduate degree or equivalent affordable housing industry experience and/or certifications.
- Experience using database management software
- Experience with pro forma and budget development, and firm understanding of financial concepts
- Familiarity with residential construction processes
- Experience managing relationships with contractors & consultants
- Ability to quickly establish credibility and build strong relationships with diverse groups of people, particularly marginalized and housing insecure tenants and residents
- Ability to work independently to advance projects while maintaining accountability to a small team
- Commitment to open communication and intentional information-sharing
- Extremely organized and detail-oriented work style
- Ability to maintain a high level of confidentiality
- Excellent written and oral communication skills
- Comfort navigating pressure, uncertainty, and change

While not required, skills or experience in any of the following areas/activities are desirable:

- Rooted in communities most impacted by gentrification and displacement, including communities of color and low-income, queer, and immigrant communities of the East Bay
- Experience in horizontal organizations and/or worker cooperatives
- Experience fundraising for nonprofit organizations a plus
- Highly developed leadership skills, including facilitation and public speaking
- Experience with Donorbox, Dropbox, Zapier, Airtable, Mailchimp, and Squarespace a plus
- Ability to communicate in Spanish or other language widely used in the East Bay
- Bachelor's and/or Master's degree

SALARY AND BENEFITS

This position will begin as 50% FTE (20 hours per week) increasing to 100% FTE after a 90-day evaluation period. Starting salary commensurate with experience, ranging from \$60,000 to \$70,000 FTE. Benefits include vacation, sick leave, health and dental benefits. Please send resume and cover letter to: info@bayareaclt.org.