



**Job Title:** Asset Manager  
**Reports to:** Vice President of Real Estate

**SUMMARY:**

The Urban Land Conservancy (ULC) is a nonprofit real estate organization that improves metro Denver communities through real estate investment, development and preservation. Since 2003, \$68 million has been invested into 27 properties, creating a pipeline to develop and preserve 1000 affordable rental homes and 500,000 square feet of nonprofit facility space.

The Asset Manager will ensure that all ULC assets operate efficiently and provide long term community benefits through maintenance, improvements, budget management and construction management.

**RESPONSIBILITIES:**

**General**

- Oversee the leasing, marketing, operation, repair & maintenance of ULC real estate assets
- Develop and implement comprehensive operating standards for ULC properties
- Create strategic plan for each project with defined goals, objectives
- Prepare annual budget for each property, including capital improvement budgets
- Manage third party vendor relationships
- Ensure compliance with lender and insurance requirements
- Coordinate with other ULC departments to maintain effective communication
- Direct activities of asset department staff; personnel management

**Asset Duties**

- Ensure that all ULC assets operate efficiently to provide long term community benefits
- Oversee the operation, repair & maintenance of ULC assets in an efficient manner including management of service supplies and adequate personnel, including third party vendors
- Regularly evaluate ULC assets and make recommendations for improvements
- Provide asset management perspective on prospective property acquisitions
- Ensure regular inspections of properties and maintain standards that include safety and security
- Ensure that all communications and interaction with tenants and residents are sensitive to the populations served through ULC properties
- Develop and manage Contract scopes of work, negotiate contracts with third party vendors
- Develop comprehensive maintenance standards for all ULC properties
- Oversee maintenance of the facilities according to established standards
- Oversee contract negotiations and management for all service repairs and capital improvement projects
- Ensure that all systems are implemented to track work orders, and document any incidents that occur on ULC assets

**THE URBAN LAND CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER**



### **Financial and Risk Management:**

- Manage property financial health through review of Financial Statements and Cash Flow reports
- Work with insurance companies and other ULC staff to ensure appropriate insurance coverage and risk mitigation measures are in place at all ULC assets properties
- Establish and implement standardized operating criteria
- Manage revenues and expenses to maximize cash flow potential; make recommendations and provide detailed actions to improve property operations
- Prepare annual property budgets and coordinate year-end budget reconciliation with Accounting
- Assist with preparation for annual ULC audit
- Budget management for all properties and capital projects
- Oversee the creation and implementation of five-year capital improvement plan to address long term maintenance and capital needs
- Manage all warranties and guarantees for properties (construction, equipment, systems)
- Properly document any incidents that occur on ULC assets anticipating various scenarios
- Create and implement property emergency protocols
- Ensure that all leases and contracts are in compliance with insurance guidelines and provide adequate coverage for ULC
- Ensure systems are in place to collect insurance certificates from tenants, contractors and vendors; ensure tickler system is in place to ensure that insurance coverage remains in force
- Oversee insurance claims, as necessary
- Advise supervisor of issues that may jeopardize property operations and increase liability risk

### **Lease Management / Tenant Relations**

- Establish leasing guidelines and create standardized leasing procedures including standardization of forms and templates
- Create leasing strategy and marketing plan for all ULC real estate assets
- Develop communications plans and/or community rules
- Create management reports that report occupancy/vacancy, turnover, etc.
- Oversee rent collection; pursue actions for rent collection
- Ensure effective systems are in place to support strong tenant relations
- Ensure that systems are in place to track and respond to tenant service requests
- Ensure systems are in place to invoice tenants for specific expenses
- Ensure tenant handbooks are implemented and fully utilized
- Ensure all ULC standards are equally implemented at properties managed by third party management consultants

### **Project Management for Capital Projects**

- Develop Project Team including activities with architects, engineers, etc. and ensure various team members meet contract requirements, budgets & schedules

**THE URBAN LAND CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER**



- Define project scope and specifications with defined goals, objectives, budget and schedule
- Manage all aspects of project contracts (budgets and schedules) - **(a)** requests for information; **(b)** pay applications; **(c)** purchase orders; **(d)** change orders or directives; **(e)** supplemental instructions; **(f)** shop drawings; **(g)** product approvals; **(h)** team communication; **(i)** close-out
- Ensure that federal, state and local requirements are adhered to, i.e., Davis-Bacon; Section 3
- Manage contractor bid/selection process; manage contract negotiations and implementation of contract terms (including value engineering opportunities)
- Develop bid tabulations summarizing proposals for final evaluation
- Prepare appropriate approvals through local governments, including permits, as necessary
- Coordinate efforts with property management personnel to ensure effective communication with tenants/residents and minimize disruption throughout project schedule; meet with tenants and Property Manager to outline construction strategy, when necessary
- Participate in regular Owner, Architect, Contractor (OAC) meetings to ensure the project is in alignment with ULC goals and mission; regularly inspect the work progress
- Oversee preparation of monthly payment applications; regular reconciliation of project budget
- Ensure work product satisfactorily complete/delivered and conforms to specifications
- Maintain all project files in dual documented system: electronic and hard copy
- Ensure that all lien waivers, warranties and operations manuals and are received and distributed to the proper ULC departments
- Assist to secure grant funds to support capital project needs

### **III. Qualifications**

Qualified candidates should have 10+ years' experience in asset management, real estate, finance, community development, affordable housing or economic development, construction and development, and project management. In addition, we look for candidates with:

- ✓ Proficient knowledge of Asset Management practices and policies
- ✓ Proven ability to lead a team, plan and manage several real estate assets simultaneously
- ✓ Ability to plan and complete capital projects
- ✓ Knowledge of land and building acquisitions, redevelopment of existing sites, and new project development and understanding of pro forma statements
- ✓ Proficient in understanding of property management fundamentals, including contract negotiations, due diligence, financing/lending practices, financial *pro forma* modeling; working knowledge of spreadsheet applications, e.g., Excel
- ✓ Demonstrated understanding of construction practices
- ✓ Must demonstrate a passion and commitment for community development, real estate, property management, tenant relations, economic development, ULC's mission and supporting the nonprofit community
- ✓ Must demonstrate a sensitivity in working with diverse populations
- ✓ Nonprofit experience preferred
- ✓ Knowledge of procedures to manage hazardous materials, i.e., ACM, LBP, etc.

**THE URBAN LAND CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER**



- ✓ General understanding of finance, including affordable housing financing models, e.g., 9% LIHTC, 4% PAB, FLHB AHP, Tax Exempt Bonds, HUD insured programs
- ✓ Proven ability to work in a dynamic organization managing numerous activities; ability to adapt to changing priorities
- ✓ Exceptional oral, written, and analytical communication skills with demonstrated ability to develop consensus among project team members and ULC staff
- ✓ Ability to communicate effectively and develop consensus among team members
- ✓ Demonstrated organizational and leadership skills

#### REQUIREMENTS:

- Must pass an acceptable reference check
- Must pass a satisfactory criminal background check
- Must be reliable, punctual, and demonstrate a good work ethic
- Must have a valid driver's license and reliable transportation
- Must be able to remain in a stationary position for up to 50% of scheduled work hours
- Must be able to operate standard office equipment, copy machine, computer, printer
- The person in this position must be able to analyze and interpret complex contracts and construction documents and exchange accurate information about various aspects of real estate development and/or construction
- The person in this position may be exposed to various weather conditions and uneven walking surfaces (including ascending and descending stairs) during the course of site visits and project activity
- The person in this position is required to facilitate meeting discussions which requires voice projection under various environmental conditions (e.g. construction trailers, construction sites, large meeting rooms)

#### COMPENSATION:

- Salary is competitive and commensurate with depth of experience and overall qualifications and based on ULC budget capacity
- Benefits include 403(b) savings and investment plan; annual leave (vacation) and sick time; eleven paid holidays, paid life insurance, AD&D and LTD insurance; STD insurance; health insurance, health care spending account, dependent care spending account

#### EQUAL EMPLOYMENT EMPLOYER:

- ULC does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services

---

**THE URBAN LAND CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER**



- *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time*
- *This job description is subject to change at any time*

**Application Process:**

Interested individuals should send the following as a **combined** PDF

- Resume
- Cover letter
- Three references
- Salary history

**Send above requested documents to:**

[hrapplications@urbanlandc.org](mailto:hrapplications@urbanlandc.org)

Subject line: Asset Manager

***No phone calls please***