



**MISSION
HOUSING**
DEVELOPMENT
CORPORATION

Job Description: Associate Asset Manager

Job Title: Associate Asset Manager
Location: San Francisco. Hybrid.
Department: Asset Management
Reports To: Executive Director
Job Status: Exempt, Full-Time
Compensation: \$87,000.00-\$92,000.00 per year, DOE; medical, dental, vision & retirement plan

Summary:

The Associate Asset Manager supports the Asset Management Department in analyzing property performance, preparing reports, managing compliance requirements, and supporting capital and operational initiatives across Mission Housing's affordable housing portfolio.

Essential Functions:

- Perform financial analysis, including review of operating statements, cash flow, and budgets.
- Assist with annual budget development and variance review.
- Maintain portfolio dashboards, trackers, and compliance calendars.
- Prepare quarterly and annual reports for lenders, investors, and city agencies.
- Support capital needs tracking, including bids, reserve draw requests, and project documentation.
- Participate in site inspections and track physical needs.
- Organize and maintain digital files, financial records, and departmental systems.
- Collaborate with property management, resident services, compliance, and finance teams.
- Conduct market research and data analysis.
- Assist with correspondence, notices, presentations, and meeting materials.
- Assist with meeting management and facilitation both internally within the AM Department and other Mission Housing departments, as well as externally whenever Mission Housing leads its peers in larger industry-related meetings.
- Perform other duties as considered appropriate and consistent with the mission of Mission Housing, including working at occasional community-building activities, programs and events (i.e., annual on-property community activities, Carnaval, Sunday Streets, fundraisers, etc.) – as needed or assigned, during or outside regular business hours.

****Disclaimer:** The employer reserves the right to change or assign other duties, if necessary.

Minimum Qualifications:

- Bachelor's degree in Finance, Economics, Real Estate, Business, Public Administration, or related field.
- 1–3 years of experience in affordable housing, real estate, asset management, or financial analysis.
- Strong Excel and analytical skills required.

- Familiarity with Yardi or property management software preferred.
- Strong written and verbal communication skills.
- Ability to manage multiple deadlines and maintain attention to detail.

Preferred Qualifications

- Experience in affordable housing or nonprofit real estate.
- Experience in Market Rate multifamily real estate.
- Property Management or Compliance related experience.
- Knowledge of compliance requirements for MOHCD, HUD, TCAC, or similar agencies.

Physical demands:

- While performing the duties of this job, the employee is regularly required to sit; use hands; reach, talk and hear. The employee is occasionally required to stand, walk and drive.
- The employee must occasionally lift and/or move up to 20 pounds.

Work environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet to moderate. However, construction sites may be noisy and appropriate measures should be taken to protect hearing and health on job sites.

About Mission Housing:

Mission Housing Development Corporation is a private nonprofit housing developer founded in 1971. Mission Housing's mission is to strengthen communities and build equity by creating and preserving service-rich affordable housing. We own 40 affordable housing buildings serving 3,500 families, seniors, and formerly unhoused San Franciscans. Mission Housing's vision is vibrant communities where everyone has secure, affordable, and sustainable housing.

Mission Housing is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any reasonable accommodations.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Mission Housing is a drug-free workplace as required by the "Drug-Free Workplace Act of 1988."