



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Asset Manager

Department/Program	Community Development/Asset Management
Compensation	\$85,000 to \$95,000 per year
Employment Status	Regular, Full-Time, Exempt
Benefits	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Hours	9 am to 6pm with occasional evening and weekend events required
Supervision	No supervisory requirements
Reports To	Community Development Director
Job Location	5135 NE Columbia Blvd, Portland, OR
Created/Revised	July 2026

Position Description

The Asset Manager is responsible for the long-term financial, operational, and physical performance of NAYA's affordable housing and commercial real estate portfolio. This position oversees asset performance, monitors property condition, ensures compliance with lender and funding requirements, and develops systems that support the growth and sustainability of the portfolio. The Asset Manager works closely with property management companies, vendors, Housing and Stabilization Services, NAYA's Real Estate team, Finance, and other internal and external partners to identify issues, implement solutions, and achieve portfolio goals. The position also provides administrative support for asset management activities, including preparing meeting materials, documenting meetings, and coordinating procurements and requests for professional services. The ideal candidate is analytical, organized, collaborative, and committed to advancing NAYA's mission through effective real estate asset management.

Essential Functions

- Monitor the financial, operational, and physical performance of NAYA's affordable housing and commercial real estate portfolio.
- Analyze financial statements, budgets, operating results, and key performance indicators to identify risks and recommend corrective actions.
- Develop, monitor, and update annual operating and capital budgets in partnership with property management companies and Finance.
- Ensure compliance with regulatory agreements, loan documents, funding requirements, and reporting obligations.
- Oversee the performance of property management companies through regular meetings, performance metrics, and accountability measures.
- Establish and maintain service standards for property management companies, with an emphasis on resident experience and culturally specific service.

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- Coordinate with NAYA's Real Estate team, Housing and Stabilization Services, Finance, and property management companies to resolve operational issues and support portfolio performance.
- Manage internal referral and occupancy processes to maximize occupancy and efficiently connect eligible NAYA clients with available housing.
- Support property lease-ups by coordinating with property management companies, resident services, service partners, and applicants.
- Monitor property condition and capital needs, and coordinate maintenance, repairs, and capital improvement planning with property management companies.
- Prepare asset management reports, meeting materials, and presentations for leadership, lenders, investors, and governing bodies.
- Coordinate procurements and contracts for consultants, vendors, and other professional services supporting the real estate portfolio.
- Maintain accurate asset management records and documentation.

Additional Duties

- Understand and adhere to client and resident confidentiality.
- Support the coordination of wraparound services with other NAYA Family Center programs.
- Work as an active member of the Community Development Department.
- Participate actively in team projects and events.
- Conduct yourself in a respectful manner at events, as you are representing NAYA.
- Other duties as assigned by the Community Development Director.

Qualifications

Experience

- Three years of experience in real estate asset management, property management, affordable housing, finance, accounting, or a related field.
- Experience analyzing financial statements, operating budgets, and property performance.
- Experience overseeing vendors, property management companies, consultants, or other external partners.
- Experience working in a regulated environment with multiple funding sources, lenders, or compliance requirements preferred.
- Experience coordinating projects and managing multiple priorities.
- Experience working with Native American communities, Tribal governments, or Native-serving organizations strongly preferred.
- Knowledge of Native American history, the diversity of the local American Indian and Alaska Native community, and the Urban Indian experience required.

Skills

- Strong financial analysis and budgeting skills.
- Ability to read and interpret financial statements, operating reports, and basic accounting information.
- Strong organizational, project management, and time management skills.
- Excellent verbal, written, and interpersonal communication skills.
- Strong problem-solving, critical thinking, and decision-making skills.
- Proficiency with Microsoft Office 365, including Excel, Word, Outlook, and PowerPoint.
- Experience with SharePoint and other collaboration platforms preferred.
- Ability to conduct research, analyze information, and prepare clear reports and presentations.
- Ability to build effective working relationships with internal staff, property management companies, residents, lenders, investors, vendors, and public agencies.

Work Environment: NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work from home 1- 2 days per week after successful onboarding.

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Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume

Note: Candidates selected for a job offer will be asked to complete a NAYA application, if they haven't already

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: jobs@nayapdx.org