

SEED

SEATTLE
SouthEast Effective Development

Director of Asset & Property Management Seattle, WA



SouthEast Effective Development (SEED) seeks a seasoned affordable housing leader to direct asset and property management.

SEED is a nonprofit organization founded in 1975 by community members and activists in the Seattle area. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments with a special focus on residents with fewer opportunities and resources. At the center of our work is a deep commitment to advancing social justice and racial equity; we live that commitment by working in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

Celebrating 50 years of community building, SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, and a public art program. Through economic development, SEED works to equitably build economic opportunities for the residents and businesses of Southeast Seattle. Visit our [website](#) for more information.

The Community

Southeast Seattle is a thriving, complex, and diverse community. SEED is proudly headquartered in zip code 98118, which the US Census Bureau previously named the most racially diverse zip code in the nation. It is home to 40 ethnic groups and 60 languages are spoken in the community. SEED was instrumental in the revival of the Columbia City Historic District and has been deeply involved in community issues. The staff and board of SEED are majority BIPOC.

Seattle is a rapidly growing tech hub and Southeast Seattle is facing unprecedented gentrification pressures. Communities of color, families, seniors, and artists are being priced out of the last affordable portion of the city. SEED is part of a collaborative community effort to keep Southeast Seattle affordable, equitable, and diverse.

POSITION SUMMARY

The Director of Asset and Property Management is responsible for delivering high-quality, mission-based asset management and fiscal oversight to the more than 2,000 diverse low-income residents who call a SEED apartment a home. The position directs the operational and financial performance of SEED's portfolio of 1,135 affordable apartments, working closely with third-party property management firms, as well as three arts facilities and the organizational headquarters. The Director leads reporting, investor and lender relationships, and acquisition, refinancing, and rehabilitation necessary to preserve SEED's portfolio.

The director oversees Resident Services, which is led by a dedicated team of two co-managers. Internally, the Director works closely with the Executive Director, Director of Real Estate Development, Finance Director, and SEEDArts Director to identify and implement long-term strategies to improve property performance to meet organizational objectives. Externally, the Director will routinely interact with third-party property management companies, residents, outside vendors, regulatory agency personnel, lenders, and investors.

THE OPPORTUNITY

Are you ready to serve the community at a dynamic nonprofit grounded in community? 2025 is a time of growth at SEED. In March 2024, SEED increased ownership of our 377-unit Lake Washington Apartments. In November 2024, in partnership with a local coalition, SEED closed on the acquisition of Hillman Hub, our newest arts building. In 2025, SEED anticipates breaking ground on our next affordable family housing building, the Sam Smith Apartments, as well as acquiring an additional development site. SEED is actively seeking the acquisition of existing affordable properties and is committed to growing the affordable housing and arts portfolio. We are halfway through our 2023-2027 [Strategic Plan](#), with which the Director will be deeply involved.

The Portfolio and Leadership

The Director will serve our more than 2,000 residents living in Southeast Seattle. With an average household income of \$28,000, most residents are living at 30 - 60% AMI and have been adversely impacted by the aftermath of COVID-19. The affordable housing portfolio consists of 1,135 affordable apartments in 12 properties ranging from 3 to 100 years old. The SEEDArts properties include the historic 266-seat Rainier Arts Center, the Columbia City Gallery building, 22 artist studios at SEEDArts Studios, and the jointly owned Hillman Hub. The SEED headquarters is co-owned with fellow nonprofit HomeSight and is a future development site. The affordable housing buildings contain 18 commercial spaces, including commercial condos created as a wealth-building strategy for small businesses.

SEED approaches this work with a seasoned team of senior leaders. We are a passionate, collegial group who find joy in our work and are committed to justice in our community. The Director of Asset and Property Management will serve on the staff Leadership team, alongside the Executive Director, Director of Real Estate Development, Director of Finance, and SEEDArts Director. The Director will engage directly with the SEED Board of Directors and many community stakeholders.

Essential Duties and Responsibilities

- Oversee Asset Management, including investor relations, compliance, capital planning, and financial performance
- Oversee Property Management of SEED's affordable housing portfolio, as managed by third-party firms, so that buildings meet SEED's financial and mission-based goals
- Oversee Resident Services team and coordination with Property Management
- Direct management of SEED's arts facilities and headquarters
- Manage budgets, financials, and audits and seek improvements to be in line with projections and organizational objectives
- Lead in service to residents and with our [values](#)
- Closely monitor and consistently report on the operational and financial performance of the portfolio of properties relative to budgets as well as development proformas
- Prepare financial evaluation and recommendation for any portfolio-wide initiatives including development proforma budgets, benchmarking, and utility analysis
- Provide constructive input to third-party Property Management when adverse performance trends arise and actively participate in developing corrective management plans

- Collaborate with Director of Real Estate Development on resyndication opportunities and partnership buyouts
- Respond to various requests for information from regulatory agencies, lenders, and investment partners
- Coordinate and implement all aspects of refinancing or partnership buyouts up to and including rehabilitation, refinancing, and resyndication from funding through construction and final investor payment
- Prepare and submit financing packages to funding sources and represent the organization before the agencies to secure approvals
- Coordinate and monitor timely and accurate completion of Property Tax Exemptions
- Coordinate transition from development to operations including document transition, creation of property binders, regulatory compliance, budgeting, and lease-up
- Engage with public funders, elected officials, and community stakeholders as needed
- Staff Housing Committee of the Board of Directors

Minimum Qualifications

- Minimum five years' experience in affordable housing property management or asset management, with three years of supervisory experience
- Demonstrated expertise in finance, budgeting, and capital projects
- Demonstrated service and experience working in BIPOC communities
- Prior experience in development and/or managing rental and mixed-use developments with low-income populations
- Prior experience in developing and/or managing housing within limited partnerships
- Working knowledge of the Low-Income Housing Tax Credit program
- Proven ability to manage multiple projects
- Successful history of collaborative working style
- Proficient in MS Word and Excel
- Effective oral and written communication skills

Desired Qualifications

- Extensive experience directing third-party property management firms
- Extensive knowledge of the Seattle and Washington State affordable housing and public funding landscape
- Mission-based experience working with Resident Services on culturally appropriate and metrics-based service delivery
- Experience working in property management software
- Experience managing community and cultural spaces
- Experience negotiating commercial leases
- Certification from Consortium of Housing and Asset Management (CHAM), Housing Credit Certified Professional (HCCP), Certified Property Management (CPM), National Affordable Housing Management Association (NAHMA), or equivalent

Compensation

SEED offers a competitive benefits package, including health, dental, and vision insurance, as well as an organizational retirement plan.

Annual Salary: \$111,000 - \$120,000 depending on experience.

To Apply

Send a position-specific cover letter and resume in a single PDF to: directorsearch@seedseattle.org.

As part of SEED's overall commitment to racial equity, SEED works for affordable housing development that is grounded in justice. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.

www.seedseattle.org

