

## Portfolio Management Associate

June 2026



### WHO ARE WE:

Founded in 2011, Timberlane Partners is one of the most active Seattle-based real estate investment, development, and asset management companies specializing in multifamily real estate. Led by an experienced team, Timberlane has successfully acquired and developed nearly \$2 billion of real estate assets throughout the West Coast and Mountain West. We pride ourselves on our disciplined, entrepreneurial approach, fostering long-term partnerships, and consistently delivering outstanding risk-adjusted returns. We are seeking a candidate with the ambition to scale aggressively.

### ABOUT THIS POSITION:

Timberlane Partners is seeking a **Portfolio Management Associate** to directly support the Portfolio Manager across the firm's multifamily investment platform, while also providing additional support to acquisitions, asset management, development, and capital markets teams as bandwidth allows.

This role will work closely with senior leadership and cross-functional teams to analyze investments, maintain portfolio and fund models, prepare investment materials, support investor communications, and contribute to strategic decision-making. The ideal candidate is highly analytical, detail-oriented, and eager to build a long-term career in commercial real estate investing.

**Job Title:** Portfolio Management Associate

**Job Type:** Full-time

**Location:** Seattle, WA (onsite 4-5 days/week)

**Reports to:** Managing Director, Portfolio Management

### KEY RESPONSIBILITIES:

- Maintain and update asset-level and fund-level financial models
- Analyze portfolio performance and support forecasting, budgeting, and business plan execution
- Assist with underwriting and evaluating new investment opportunities
- Prepare investment committee memoranda, presentations, and supporting analyses
- Support investor reporting and presentation materials
- Conduct market research on multifamily and broader commercial real estate trends
- Collaborate with acquisitions, asset management, development, and capital markets teams
- Assist with due diligence, transaction support, and strategic initiatives
- Utilize AI tools, including Claude, to improve research, reporting, and workflow efficiency
- Support special projects and ad hoc analyses for senior leadership

**QUALIFICATIONS:**

- 2-5 years of experience in commercial real estate, investments, asset management, acquisitions, development, investment banking, or a related field
- Strong understanding of commercial real estate fundamentals, particularly multifamily
- Advanced Excel modeling skills with experience building and maintaining asset and fund-level models
- Ability to successfully complete a financial modeling assessment
- Understanding of financial statements, cash flow analysis, and basic accounting principles
- Familiarity with commercial real estate legal documents and transaction structures, including LOIs, joint ventures, and partnership agreements
- Proficiency in Microsoft Excel, PowerPoint, Word, and Adobe Acrobat
- Experience using AI tools such as Claude for research and analysis
- Strong written communication skills, including drafting emails, presentations, and investment committee memoranda
- Ability to work effectively across acquisitions, asset management, development, and capital raising teams
- Strong attention to detail, organizational skills, and intellectual curiosity
- Self-motivated with the ability to thrive in an entrepreneurial environment

**COMPENSATION:**

- Full-time, salaried position, \$125,000-\$145,000 annually plus merit based annual discretionary bonus
- Employer-paid premiums for medical, dental, and vision coverage
- Health Care and Dependent Care Flexible Spending Accounts
- Employer-paid life insurance
- Long-term disability insurance
- Employee Assistance Program
- 401(k) plan with employer-matched of up to 4%: 100% of the first 3% contributed, 50% of the next 2%
- 20 days of paid time off (PTO)
- 10 paid holidays
- Professional development opportunities

**APPLICATION PROCESS:**

Please visit [www.timberlanepartners.com/open-positions](http://www.timberlanepartners.com/open-positions) and click 'Apply' - this will redirect you to the LinkedIn job posting to submit your resume.

Timberlane is committed to a diverse and inclusive staff. We are interested in hearing from people who can work with diverse communities. Candidates of all backgrounds are strongly encouraged to apply.

