



POSITION TITLE: Property Manager

REPORTS TO: President

SCHEDULE: Full-time (40 hours/week)

ABOUT THE ORGANIZATION: Founded in 2005, Housing Options & Planning Enterprises, Inc. (H.O.P.E.) is a non-profit organization providing the community with comprehensive housing counseling and financial literacy, helping individuals and households acquire the housing that meets their needs.

Our services foster self-sufficiency, sustainable housing and economic development.

POSITION OVERVIEW: Property Manager, or Residential Property Manager, is responsible for overseeing the maintenance and upkeep of residential properties and tenant satisfaction. Their duties include scheduling routine maintenance like landscaping, mowing lawns, replacing roof tiles or changing air vents, overseeing a team of resident and maintenance staff and enforcing rental terms.

RESPONSIBILITIES: Reporting to the Executive Director, the Property Manager will sustain and expand, a comprehensive program to provide management to special need/senior housing. Key responsibilities include, but are not limited to:

- TRACS Service Bureau – Understanding of PRACS
- Collecting rent and other property fees from tenants and individual owners
- Reporting the property's financial status, occupancy and expiring leases to property owners.
- Tenant File Audits, rent increase packages and assessing new applications in accordance with HUD guidelines.
- Advertising vacant properties and hiring a leasing agent to find tenants as needed
- Inspecting properties and arranging for repairs and new materials as required
- Arranging contracts for maintenance, trash removal, landscaping, security, and other ongoing services and managing disputes with these service providers where appropriate
- Investigating and resolving property complaints and rental violations

REQUIRED QUALIFICATIONS: A successful candidate must have at least 3 years of experience and proven success with property management. ***Must be a Certified***



Occupancy Specialist (COS) with experience managing Section 202 and 811 housing.

Ideal candidate must:

- Certified Occupancy Specialist Certification is required.
- Must have at least 3-5 years experience in property management with Section 202 and 811 housing.
- Knowledge of occupancy procedures and recertification of tenants in affordable housing programs is required.
- Must have experience supervising off-site maintenance and management of staff.
- Must have a car.
- Have excellent written and oral communication skills
- Have excellent analytical and research skills
- Have strong interpersonal skills, including the ability to listen effectively
- Have the ability to take directions and propose new ideas
- Demonstrate the ability to prioritize, problem solve, and meet deadlines.
- Demonstrate a strong detail orientation and drive for accuracy,
- Be a passionate self-starter who can work independently as well as collaboratively as needed
- Work well in a small, deadline-driven office environment
- Possess a strong commitment to housing and financial literacy issues

APPLICATION PROCEDURES: Send cover letter, resume, a brief writing sample and salary requirements to opportunities@hopefinancial.org with "Property Manager, Last Name, First initial" in the subject line. No phone calls, please.

APPLICATION DEADLINE: This application has a rolling deadline through January 31, 2022. Based on the volume of applications received, this job posting may be removed prior to the indicated close date.

SALARY: Commensurate with experience and skills.

H.O.P.E. is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity, or disability.