



Maloney Properties – Voted “Best Place to Work” by our employees for 11 years!

Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best in the industry.

Multi-Site Property Manager (Greater Boston)

About Us:

Established in 1981, Maloney Properties LLC is a successful real estate firm. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. Maloney Properties has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, Maloney Properties has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities:

We are seeking a full-time Multi-Site Property Manager to join our team in the Greater Boston area. Reporting to the Portfolio Property Director, you will oversee a portfolio that currently consists of 7 sites of affordable housing in Watertown, Waltham, Newton, Hudson, Medway, and Boston, MA . Your duties and responsibilities will include:

- Provide operational support to Property Managers, Assistants, and maintenance staff.
- Assist in developing annual operating budgets with the Regional Manager.
- Approve property purchases and coordinate Regional Manager/Owner approvals as required;
- Monitor expenses to ensure budget compliance.
- Ensure compliance with all applicable regulatory agency requirements.
- Review monthly subsidy voucher submissions for accuracy and compliance.
- Audit applicant files to ensure compliance with Tax Credit, Section 8, and HUD regulations.
- Enforce lease provisions and manage violations in accordance with state, federal, and local regulations; coordinate with Resident Service Coordinators as needed.
- Prepare for agency, lender, and investor inspections and reviews, including HUD, MassHousing, MHIC, and Spectrum; draft corrective action responses as required.
- Coordinate bi-monthly meetings with legal counsel regarding ongoing legal matters.

- Collaborate with local law enforcement, security contractors, and community organizations to address property and resident concerns.
- Oversee annual preventive maintenance inspections in accordance with established maintenance plans.
- Attend community meetings, owner events, fundraisers, and resident engagement activities.
- Ensure timely completion of annual and interim resident recertifications.
- Approve invoices and coordinate timely processing with administrative staff.
- Monitor arrears, process legal notices, and oversee RAFT application submissions.
- Maintain strong cross-functional relationships with Finance, IT, and Compliance departments.
- Provide vacation and sick coverage for scattered-site properties.
- Perform additional duties as assigned by the Portfolio Property Director.

The work hours are Monday-Friday 8:00-4:00. You will be offered the flexibility to work from home one day per week after a training period and as long as the portfolio needs allow.

Your Qualifications:

We are looking for someone with excellent communication skills and a strong customer service philosophy.

- 5 or more years of experience in property management and affordable housing program administration (LIHTC and Section 8) is required.
- Experience in a leadership position is required.
- Proficiency in Microsoft Office (Word, Excel, Outlook) is required; experience with Yardi is a plus.
- A valid driver's license and access to a vehicle are required.
- Bilingual English/Spanish is preferred.

Compensation & Benefits:

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, an extra paid day off during your birthday month, and more! You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

Salary Range: \$90,000-100,000 depending on previous experience.

Apply at the link below:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=651342>