

Property Manager

Housing Opportunities Corporation, a Property Management Company based in Rhode Island, seeks an experienced and seasoned Property Manager to oversee properties within an assigned portfolio in Rhode Island and Massachusetts. The Property Manager is responsible for the physical, financial and administrative operations of the buildings.

Other responsibilities includes preparing budgets, monitoring compliance, completing and overseeing the processing of all resident certification/recertification, move-in, move-outs, working with Owners and Investors.

Ideal candidate has management expertise in the areas of resident relations, government housing regulations compliance, budgetary analysis and staff supervision and leadership.

Requirements of the Position:

- Demonstrated Knowledge with respect to affordable housing programs, including LIHTC, federally assisted and all State and local housing regulations;
- Time management skills and ability to prioritize a must;
- Solid administrative, organizational, computer, marketing skills and resident relations skills;
- Ability to communicate effectively, both verbally and in writing;
- Ability to take initiative and be self-motivated while working as part of a team
- Local travel required (reimbursed for mileage)

Education and Experience:

Requires High School Diploma or GED with a minimum of 5+ years related property management and supervisory experience. Also, proficiency with Microsoft Word, PowerPoint, and Excel. Candidate should have certifications in the following: Advanced Tax Credit Specialist, Certified Occupancy Specialist, Fair Housing Compliance, SHCM (Specialist in Housing Credit Management). **LIHTC recertification experience required.**

Compensation and Benefits:

Housing Opportunities Corporation offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, optical, 403(b), life insurance, Employee Assistance Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, and wellness programs.

EEO Statement:

Housing Opportunities Corporation is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. Smoke-free workplace. Drug-free work environment.

Contact Information: Application may be mailed or emailed. No calls please.

Mail to: Housing Opportunities Corporation, 861A Broad Street, Providence, RI 02907
Attn: Rodney Hoel, Director of Property Management

Email to: harrison@wdchoc.org, Attn: Dean Harrison, Director of Development