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**Portfolio Property Director**

**Maloney Properties – Voted “Best Place to Work” by its employees for 10 years!**

**About Us**

Established in 1981, Maloney Properties LLC is a successful real estate firm. Our services include property management, real estate development, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 11,000 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, the company 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.

**Job Summary**

The Portfolio Property Director position at Camfield Estates is an opportunity to oversee a portfolio of 102 units, including Project Based Section 8 and contract rent units in the South End/Lower Roxbury area of Boston, is particularly appealing, especially with the anticipated portfolio growth. The role holds full responsibility and authority for all aspects of property management within the assigned portfolio. The key responsibilities outlined, such as leasing, waitlist management, budgeting, compliance, financial and agency reporting, resident and vendor relations, and staff supervision, align well with my experience and expertise. There is an emphasis on effective and efficient management consistent with owner policies and directives, as well as contributing to the financial stability of the properties through recommendations on rent adjustments, budget modifications, and personnel matters.

**Responsibilities**

Job duties include assisting the Vice President, Regional Manager and with the following tasks:

* Oversight and operations management of multiple properties within the assigned portfolio.
* Supporting and supervising the site-based staff at each property location including Leasing and Compliance personnel, Maintenance personnel, and others to ensure properties are compliant with all applicable subsidy programs rules and regulations.
* Assist with the general financial oversight of all properties within the owner/ client portfolio. Assist with required owner, investor and regulatory reporting of the properties including annual budgets.
* Assist with oversite and invoice approval ensuring properly coded in Yardi and regular replacement reserve requests to appropriate agencies.
* Responsible for oversight and the implementation of rent increases and marketing activities of the properties to ensure budgeted occupancy and revenue goals are met.
* Facilitate the orientation of all new hires within the management team. Including the scheduling of training from applicable departments, provide training in company procedures and provide mentorship and support by being the first point of contact for new managers as assigned.
* Assist with the management and development of critical documents for new properties including but not limited to Tenant Selection Plans, Affirmative Fair Housing Marketing Plans, Management Agreements and Development Maps.
* Work closely with the Owner, Asset Manager, and the Director of Maintenance to plan long-term capital needs for the properties and oversee all maintenance activities to ensure they fall within budget constraints. While working with site staff to establish capital improvement schedules for each property and monitor implementation and record keeping of same.
* Monitor performance of properties' administrative policy and procedures, including resident selection, rent/carrying charge collection, personnel policy, record-keeping and reporting systems.
* Review and monitor financial reporting on a regular basis and report any issues to the Owner.
* Inspect properties on a regular basis, prepare and distribute site inspection reports and follow-up as needed.
* Monitor inventory control, purchasing and central purchasing systems.
* Evaluate and monitor utility costs, develop and implement energy conservation programs.
* Evaluate and monitor insurance and legal coverage for the site.
* Keep informed of all regulatory considerations that affect the property.
* Conduct regular monthly meetings with owners to review property operations and other management issues.
* Supervise the marketing programs.
* Oversee the implementation of occupancy procedures.
* Develop and prepare the annual operating budget with the Senior Property Manager.

**Qualifications**

A minimum of 10 years of affordable housing property management experience is required and a minimum of 5 years of experience in a leadership role. Experience with the Project Based Section 8 program is required. A COS and/or CPO is a plus. Candidates with experience working with resident-owned communities and/or resident boards are encouraged to apply. Must have a valid driver’s license and access to a vehicle. MS Office experience is required. Knowledge of Yardi is a plus required.

**Preferred Skills**

* Proven experience in Co-Opp, multifamily and subsidized property management or a related field.
* Strong negotiation and communication skills.
* Knowledge of eviction procedures, tenant rights, and legal processes.
* Ability to manage multiple tasks and prioritize effectively.
* Excellent problem-solving and conflict resolution abilities.
* Education requirements, e.g., Bachelor's degree in Real Estate or related field, Business Administration, or related field

**Reports to:** Regional Vice President, Asset Manager and Owner

**Supervisory Responsibilities:** Site Admin, Assistant Property Manager, Maintenance Supervisor and staff.

**Compensation & Benefits:**

Maloney Properties offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

* Training programs and opportunities that lead to employee advancement and promotions.
* A flexible work schedule and the ability in many cases to work remotely.
* A generous Employee Referral Program with a bonus of up to $1,000 per hire.
* Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

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