

## **Senior Property Manager - Canton, MA & Stoughton, MA**

**General Statement of Duties:** Works independently to manage and resolve all site management related issues. This individual should be familiar with housing management, budgeting, housing agency regulations related terminology and have a commitment to community building and will be responsible for the fiscal and physical management of two or more assets and/or a single property exceeding 300 units, or a single property with complex programs/partnerships (permanent supportive housing, industry/community relationships, commercial/retail tenants, etc. **This Senior Property Manager will oversee both Blue Hills Village in Canton, MA and North Stoughton Village in Stoughton, MA.**

**Supervision Received:** Reports to Regional Manager

**Supervision Exercised:** Manages direct reports as assigned, including Property Managers, Assistant Property Managers, and Maintenance Supervisors, when applicable.

### **Essential Functions of the Position:**

- Manages financial operations of the site following company and government agency rules, regulations and guidelines.
- Develops, monitors and oversees all site management related programs, policies, plans, rules, regulations, contracts and agreements in accordance with corporate policies.
- Prepares annual operating budget and monitors adherence to the budget, including performing budget reprojections.
- Assists in preparing 10-year capital needs studies alongside the Operations Department and participates in strategic capital planning for the Property Department and with Regional Manager/RVP oversight.
- Assists in ensuring agency regulation compliance and deadlines for documentation through collaboration with the Compliance Department.
- Prepares weekly and monthly reports as needed, including but not limited to management metrics, marketing metrics, delinquency/ occupancy metrics, bad debt write-offs, and expense reports.
- Reconciles reports to General Ledger and approves vendor invoices and cash receipt batches.
- Monitors energy/utility consumption.
- Supervises rent collection.
- Monitors turnovers and major replacements.
- Provides information and fulfills requests from corporate office staff.
- Optimizes revenue occupancy, Net Operating Income and Cash Flow
- Represents Beacon Communities to the public and collaboratively develops a partnership with local public officials, local businesses and agencies.
- Meets with Resident Services Coordinator to establish property work plans and develop course of action.

- Responds to questions and complaints from the public.
- Manages the rental program utilizing forms, documents, and computer programs following company, HUD, LIHTC, and/or Public Housing guidelines to assure eligibility for continued occupancy.
- Oversees all aspects of rental/management office.
- Monitors rental programs, waiting lists and administers all renting and leasing procedures.
- Oversees the Administration of the ADA/Section 504 reasonable accommodation policy in coordination with the Compliance Department.
- Oversees leasing process, income certifications/recertifications, and approves agency billing where applicable.
- Ensures affirmative action compliance and reporting.
- Oversees move-ins/outs, security deposits, transfers, rent changes.
- Oversees building, grounds maintenance and security of property and follows company and HUD rules, regulations and guidelines to ensure grounds and units are properly maintained.
- Monitors and ensures execution of all aspects of site safety, accident and insurance reporting and emergency and media training.
- Negotiates contracts for services and supplies.
- Oversees service orders in Yardi.
- Fosters a positive, active and collaborative relationship with residents and coordinates residents' services for units.
- Conducts resident meetings.
- Responds to questions and complaints from residents.
- Manages staff and oversees hiring, termination, status changes and performance management decisions.
- Conducts performance and compensation appraisals.
- Sets standards for work performance and communicates standards to employees.
- Conducts weekly staff meetings.
- Trains and develops employees, including new hire 90-day assessment/feedback.
- Performs site inspections for continued compliance following company, HUD, and LIHTC rules and regulations, policies and procedures.
- Handles all aspects of site and unit inspections.
- Interacts with housing and human service agency personnel, lenders and investors.
- Assists with marketing activities to promote the property.

#### **Minimum Qualifications:**

**Education:** Bachelor's degree in related field preferred but not required (Business Administration, Real Estate or Public Administration preferable), or equivalent knowledge or experience.

**Experience:** Three years of related work experience. Experience as a manager of a public or private apartment/condo complex with responsibilities for leasing/admission, maintenance, management of administrative, maintenance or contract employees, or an equivalent combination of education and experience.

**Qualifications, Abilities and Skills:** Must be familiar with housing management, budgeting, housing agency regulations and if applicable, affordable housing programs such as section 8, LIHTC, etc. The candidate must possess strong organizational and management skills and the demonstrated ability to work as a critical member of a team that is committed to building strong communities. Proficient with Microsoft Word and Excel. Yardi proficiency preferred. Excellent verbal and written communication skills.

**Working Conditions:** Ability to physically inspect the properties in their entirety to include walking/climbing stairs, and ability to withstand all weather conditions. Must respond to 'after hours' emergencies.

**Special Requirements:** Must possess and maintain a vehicle and valid driver's license with an insurable driving record history to obtain and maintain employment

**Beacon Core Competencies required for all positions:** Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.

**Beacon Management Competencies required for all Management positions:** Decision-Making/Judgement, Communication, Budgets/Cost Control, Managing for Results, People Development.

**Senior Property Manager Functional Job Competencies required:** Job Knowledge, Problem Solving/Analysis, Interpersonal Skills, Computer Skills, Hiring.

**Compensation:** \$95,000 - \$105,000 annual salary

*Actual compensation is influenced by a variety of factors including but not limited to skills, experience, qualifications, and geographic location.*