



Avesta Housing  
Property Manager – Kennebunk, ME

\$19-\$21/hr.

Avesta Housing is a nonprofit affordable housing provider with over 45 years of experience as a leader in affordable housing development and property management in southern Maine and New Hampshire. Our organization is headquartered in Portland, Maine and currently has more than 98 properties and 2,700 apartments in its portfolio. We have a mission to improve lives and strengthen communities by promoting and providing quality affordable homes for people in need. We do this by focusing on advocacy, real estate development, property management, senior and assisted living, and home ownership.

### **What we're looking for**

We need a compassionate, organized Property Manager who can ensure that an assigned portfolio of properties operate efficiently, and in compliance with applicable regulations. Our ideal candidate will share our passion for our mission while exemplifying our four core values of humanity, stewardship, relationships, and quality. This position qualifies applicants and ensures the success of our residents by helping to maintain a safe, quality place for them to live. Experience with Low Income Housing Tax Credit (LIHTC) properties and/or affordable housing for this position is preferred. The Property Manager serves on the front-lines and really makes a difference in the lives of our residents.

### **Key Responsibilities**

- Help ensure the success of our residents by coordinating all aspects of their tenancy (from move-in through move-out, including inspections, recertifications, potential lease violations, etc) and ensuring a high level of resident satisfaction.
- Serve as a resource to residents, helping to resolve issues, and maintaining strong, open communication and excellent follow through.
- Coordinate and manage property financials to help ensure financial health of properties, including preparation and oversight of budgets, funds tracking, invoice approval, and rent increase recommendations.

### **Requirements:**

- College Degree Preferred
- Driver's license and ability to travel within York and Cumberland County.
- Strong organizational and time management skills.
- Ability to work effectively with others.
- Ability to work effectively both independently and as part of a team.
- Proficient in use of Microsoft Office products.

**Benefits:** Excellent benefit package including employer paid health, dental, 401(k) with immediate vested match, flexible spending and dependent care accounts, life, long and short-term disability, paid holidays, paid parental leave, and generous earned time. Excellent working environment.

**To Apply:** Please submit resume and cover letter to Jenn Riddell at [jriddell@avestahousing.org](mailto:jriddell@avestahousing.org)