



Community Manager

Join our team! NCDF proudly supports a collaborative and inclusive working environment and is currently seeking a full-time Community Manager to oversee operations for 2 townhouse communities in Newton and Needham (70 units total). Candidate must: be able to multi-task; have excellent organizational and communications skills (verbal and written); be flexible; have strong computer skills; a keen desire to be a part of a team. Ideal candidate will have some knowledge of Section 8, MRVP and Work Force Housing programs and/or a willingness to learn.

Essential duties include, but are not limited to:

- Marketing
- Leasing
- Budgeting
- Rent collection
- Financial reporting
- Approval of invoices
- Resident relations
- Annual apartment inspections
- Property inspections
- Vendor management
- Staff supervision
- Compliance
- Understanding of preventive maintenance and operations
- Ensure compliance with Fair Housing regulations

Qualifications:

- Proficient with Microsoft Office suite and familiarity with databases
- Ability to travel between properties and to other locations as required

Benefits:

- 403(b) retirement plan and company match
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Short/long term disability
- Paid time off

Salary:

- Up to \$65,000 annually depending upon experience

NCDF is a private, nonprofit organization specializing in the development and management of affordable and mixed income housing communities. Interested candidates are asked to please forward a letter of interest, along with their current resume to info@ncdfinc.org .

8/2022