

Job Description

Director of Property Management

The Caleb Group is a non-profit organization which develops and manages quality affordable housing throughout New England. At each property we also connect our residents to services through a Service Coordinator on staff at each property.

The DPM reports directly to the CEO and is a member of the leadership team of The Caleb Group. The DPM is directly responsible for ensuring the long-term financial health of predominantly tax credit and bond financed properties through on site property managers . The DPM is responsible for reviewing and analyzing the properties against benchmark performance and assisting in the development of corrective action plans. Currently The Caleb Group manages 19 properties with over 50 employees in Maine, New Hampshire, Massachusetts and Connecticut. Our portfolio currently consists of 110 units of Section 8/LIHTC elderly apartments, 885 units of family apartments with LIHTC some of which have Section 8 and some with RA through USDA. We work with the following Regulatory Agencies: Maine Housing, NHHFA, DHCD, CHFA, DECD, HUD, USDA, and FHLB.

Essential Duties and Responsibilities:

Review site budget estimates with the Director of Finance and submit complete budget to CEO for approval. Ensure that the budgets are then submitted on time to each regulatory agency.

Review long term capital plans for properties with the managers and makes recommendations to the CEO.

Review/prepare monthly property summaries including variance reports on income statements, vacancies, accounts receivable and submit them to CEO and lenders and/or investors as required.

Direct staff in preparing for and attend reviews by regulatory agencies, lenders and investors and in preparation for these inspections. Review responses due to the agencies as submitted by property managers and ensure they are submitted to the agencies on time.

Visit sites on a regular basis, to monitor ongoing maintenance and any issues at the properties.

Oversee the development and implementation of ongoing training program for Property Managers, Administrative Assistants and Maintenance Staff including REAC, LIHTC, HUD, Rural Development regulations, resident retention practices; reporting; routine property management operating procedures such as rent collections, evictions, accounting, maintenance, and purchasing. Trainings are both in house and outside educational programs.

Support the Resident Service Program through the Director of Service Coordination and property managers.

Responsible for creating and monitoring a budget for the property management division.

Assist in the review of acquisition of new properties and disposition of existing properties.

Qualifications:

Minimum 5 years experience in managing LIHTC properties; experience supervising a diverse portfolio over a wide geographic area a plus

Bachelor's degree in management/finance

COS and LIHTC certifications a must. REAC, Section 8 and Section 515 experience a plus.

Demonstrated leadership skills using team building strategies

Salary and Benefits:

Salary commensurate with qualifications and experience.

Benefits includes health, dental, long term disability and life insurance.

DPM will be located at central office, Swampscott, Ma travel around New England some overnight as well. To view our properties please visit our website www.thecalebgroup.org

To apply send resume to: dnutter@thecalebgroup.org