



**Maloney Properties, Inc.
Project Manager**

The Project Manager is responsible for the management and enactment of multiple simultaneous projects as they are assigned, from inception to completion, at any of MPI's properties as needed. Projects may vary across a broad spectrum of property management functions and may include, but are not limited to, compliance issues (LIHTC and other affordability programs); income based functions (rent increases of all kinds, collections, etc.); property rent up functions (creation of Affirmative Fair Housing Marketing Plans, Tenant Selection Plans, initial certifications, etc.); developing property specific policy and procedures manuals; temporarily filling assistant and/or manager roles when vacancies occur; and any other needs or duties as may occur.

It is the project manager's sole responsibility to ensure the delivery of expected results within an agreed upon timeframe. The Project Manager reports directly to the Director of Compliance, Senior Property Manager and Regional Manager.

As this position requires continual contact with professional peers, staff, residents, clients, contractors, government agencies and the outside community at large, the Project Manager must demonstrate exemplary written and oral communication skills.

Knowledge of Federal, State and Municipal affordable housing programs and regulations is required.

In completing the tasks assigned, the Project Manager will assist with, complete, and/or be involved with: creating streamlined reporting and monitoring systems using Yardi software, assuring compliance for a large portfolio of affordable housing developments, act as a liaison between IT, Compliance and operational departments, draft, implement, train staff in, and monitor tenant selection plans, affirmative fair housing marketing plans, waitlist maintenance and LIHTC lease up efforts.

Duties include, but are not limited to the following:

- Preparing monthly progress reports for all projects in queue.
- Interfacing with IT, Compliance and Operational departments and creatively linking those departments through technology programs and information systems.
- Create, implement and monitor unit mapping including rent restrictions, utility allowances and affordability programs
- Periodically audit and monitor tenant selection processes and marketing programs.
- Manage LIHTC lease up programs in new and recapitalized developments.
- Monitor affordable housing requirements in a virtual capacity to ensure compliance of programs including, but not limited to; LIHTC, Section 8, Home, HSF, HIF, CATNHP and municipal programs.
- All other duties as assigned by the Senior Property Manager.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties

has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=462845>