

Property Manager – Bolton, MA

RCAP is currently seeking a qualified individual to join our Property Management Team as the Affordable Housing Property Manager (PM) at our elderly property in Bolton, MA. Reporting to the Chief Elderly Services Officer and Director of Property Management, the position will provide day to day management of the Bolton housing complex. Responsibilities include client intake, problem resolution, income certification, monitoring of physical plant conditions and supervision of the project's Maintenance Technician. The PM will act as a contact person for residents, funding source representatives, local agencies and RCAP Solutions. The PM is required to be on-call after business hours and to respond to and resolve emergency situations. This position is a part-time position at 30 hours per week and comes with a full benefits package. Experience with HUD/Section 8 program is a plus.

Key Responsibilities

- Achieve financial solvency through cost reduction and implementing systems to achieve rent delinquencies; utilize selection and retention strategies to maintain 100% occupancy level;
- Participate in the preparation of the annual operating budget; maintain budgetary guidelines;
- File court documents for eviction and attends scheduled court hearings;
- Monthly preparation of the Section 8 HAP Voucher/or other subsidy source
- Maintain Property Management Software databases
- Create a safe environment for all residents and visitors
- Supervise and Train Maintenance Technician; Completion of annual performance reviews;
- Inspect apartments for move-in condition (pre-inspection) and turnover status; direct maintenance technician in annual unit inspections;
- Ensure compliance with all HUD Section 8 rules and regulations; all local law; submission of any and all reports on a timely basis;
- Prepare monthly reports for Director of Property Management
- Attend certification classes, seminars and workshops
- Required Training – Assisted Housing Manager (AHM) designation within 12 months of hire.
- Determine HUD eligibility for all residents and applicants on annual basis.
- Ensure compliance is maintained continually for HUD section 8 program.
- Work as part of the Property Management Team alongside the sites Resident Service Coordinator and Maintenance Technician.

Education and Experience Requirements

- Bachelor's Degree or equivalent required with additional preference given to candidates with majors in administration, management, social sciences, or human services
- 3-5 years' experience in a social service "line staff" position or in a similar customer service oriented position in the private/public sector required.
- Specific experience in housing management or with housing subsidy programs is desirable.
- 1-3 year's supervisory experience of maintenance or custodial employees, programs and duties.
- Excellent oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside the organization; write in a clear, concise, and effective manner; effectively communicate thoughts and ideas in a written format.

Interested candidates should submit a resume and cover letter to hr@rcapsolutions.org.