

## Property Manager

Newton Community Development Foundation, Inc. (NCDF) is seeking a full-time, experienced Property Manager to oversee the day to day operations and management for two of its properties (less than 100 units). The ideal candidate will have a bachelor's degree in a related field and at least 2 years relevant property management experience; working knowledge of the Section 8 and Work Force Housing programs; excellent verbal and written communication skills; computer proficiency and a valid MA Driver's license. Must be proficient in Microsoft Word, Excel and Outlook Essential duties and responsibilities include, but are not limited to:

- Budget preparation and compliance
- Processing rent increases
- Collect rents and make bank deposits
- Enforce rent collection policy, prepare and provide monthly delinquency report
- Process rental applications
- Tenant selection and orientation
- Maintain up to date waitlist
- Preparation of move-in/out paperwork
- Rent collection (IPMS Cornerstone program)
- Compliance with city, state and federal reporting requirements and those of NCDF
- Review and approve property invoices for payment
- Meet regularly with NCDF's Director of Resident Services
- Supervision of Maintenance Superintendent and Live- In Property Caretakers to ensure timely completion of work orders, routine preventive maintenance, and required capital improvements
- Maintain all resident and maintenance files.
- Conduct annual income certifications to ensure ongoing compliance with affordable housing programs.
- Oversee preventive maintenance and physical plant operations
- Ensure compliance with Fair Housing regulations
- Conduct annual apartment inspections
- Working knowledge of REAC inspections

NCDF is a private, nonprofit organization specializing in the development and management of affordable housing communities. NCDF is an Equal Opportunity Employer and offers a competitive salary and benefits package including a company match 403(b) plan, medical and dental insurance, company paid life insurance and short/long-term disability benefits. Interested candidates are asked to please forward a letter of interest, including salary requirements along with their current resume to [info@ncdfinc.org](mailto:info@ncdfinc.org)