



**Property Manager
Whittier Street Apartments – Roxbury, MA**

POAH Communities, an exciting and highly entrepreneurial organization committed to community development and to preserving 'at risk' affordable rental housing, is seeking a qualified individual to serve as Property Manager of its Whittier Street Apartments in Roxbury, MA. This individual will be a bright and dynamic leader with hands-on experience and the demonstrated ability to successfully manage staff and oversee day-to-day operations.

QUALIFICATIONS/REQUIREMENTS

- Reporting to a Regional Property Supervisor, the successful candidate will thrive in a team oriented environment and should possess the following:
- Demonstrate a high level of property management expertise, analytical ability, financial acumen, real estate software knowledge (Yardi), ability to multi-task and deal with stress.
- Solid verbal, written and customer service communication skills and familiarity with Microsoft Office suite.
- Ability to manage maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications.
- Leadership skills to create the trust & influence needed to effectively manage a property and its residents.
- Strong background in operations and turnaround situations.
- Confidence in creating effective solutions for how to deal with challenges or problems.
- Bachelor's Degree and certified as a Tax Credit Specialist and/or Certified Occupancy Specialist.

RESPONSIBILITIES

- Execute the financial and operational objectives established by the company and ensure compliance with all federal, state and local laws is maintained.
- Ensure that systems are in place or created to maximize resident and employee safety and health, and to preserve the physical assets.
- Seek opportunities to enhance communications and to build collaborative relationships with supervisors, peers, subordinates and residents.
- Work to recruit, train, motivate and retain the highest caliber property management staff for all positions within the assigned portfolio.
- Prepare for and attend regular meetings with the property management staff to present detailed reports on portfolio status.
- Complete other tasks assigned by the Regional Property Supervisor, Senior Vice President and President.

OTHER

7-10 years' experience preferred. Salaries are competitive and commensurate with experience. Benefits include full health and life insurance, a generous earned leave program, and a 401k retirement plan with company match. POAH Communities is an equal opportunity employer. All interested candidates can submit resume and cover letters to VP of Training & Recruitment, James Singleton at jsingleton@poahcommunities.com

Company Overview

POAH Communities has specialized in the professional management of affordable multifamily housing for more than 25 years. Initially founded as Midland Property Management, Inc., POAH Communities became part of the Preservation of Affordable Housing, Inc. ("POAH") family in 2001, and currently manages close to 12,000 affordable housing apartments in Connecticut, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire, Ohio and Rhode Island. POAH Communities has 400 staff members and maintains offices in Kansas City, Boston and Chicago.