



Property Manager

Newton Community Development Foundation, Inc. (NCDF) is seeking a Property Manager to oversee the day-to-day operations and management for two of its multi-family properties located in West Newton (total of 66 units). Ideal candidate will have a bachelor's degree and/or 2 years-experience in property management or a related field; working knowledge of the Section 8 and Low Income Housing Tax Credit (LIHTC) 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. 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
- Marketing, including open houses
- Process rental applications
- Tenant selection and orientation
- Demonstrate diplomacy and tact in interactions with a diverse cliental
- Maintain up to date waitlists
- Preparation of move-in/out paperwork
- Rent collection (MRI Software)
- Compliance with city, state and federal reporting requirements including LIHTC reports
- Review and approve property invoices for payment
- Meet regularly with NCDF's Directors of Property Management and Resident Services
- Supervision of Maintenance Superintendent and Live-In Property Caretaker to ensure timely completion of work orders, routine preventive maintenance, and required capital improvements
- Maintain 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

NCDF is a private, nonprofit organization specializing in the development and management of affordable housing communities. We are an Equal Opportunity Employer and offer 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 forward a letter of interest, including salary requirements along with current resume to info@ncdfinc.org