

Property Manager - Duck Mill, LCW

A family-owned and privately held property management company, First Realty Management has more than 65 years of experience with the industry knowledge to match. We combine the resources of a large company with the personal touch and attention to detail of a small, local firm.

At the core of it all, our talented employees are what make us stand out above the rest. While we perform as a top-tier property management company, we strongly emphasize our close-knit, family-owned foundation.

Professional growth is encouraged through a commitment to educational advancement and opportunities to learn from industry thought leaders. We create a sought-after community atmosphere by recognizing and celebrating those who go above and beyond. And above all else – we always put our team members first.

We are seeking an individual for a full-time position to oversee a portfolio of affordable rental properties in the Lawrence, MA area within First Realty's Duck Mill property. In addition to the portfolio, this individual will execute site responsibilities, specifically concerning the physical plant operations and capital improvements, budgeting and financial operations, marketing programs, staff supervision, contracting, and site program compliance with federal, state, and local regulations and instructing them on proper procedures. Working to create a "Community of Quality", the Property Manager is responsible for the efficient physical and financial operation of the assigned properties in keeping with the owners' goals as outlined by the senior First Realty Management staff and in compliance with federal, state & local regulations and with First Realty Management policies and procedures.

Additionally, the Property Manager is expected to take on a leadership role and become involved in special projects. This role will also manage board-controlled sites by the management plan and ensures the timely delivery of first-rate customer service.

Job Functions:

- Prepares annual site budgets and regularly monitors budgets throughout the year. Ensures that property operates within set financial guidelines and prepares monthly variance reports and other financial reports when necessary.
- Hires appropriate site staff members. Manages, directs, supervises, and develops staff members, ensuring that they work toward meeting property goals and operate within established policies and procedures.
- Ensures that the physical condition of the property, both interior, and exterior is, safe, attractive, and running efficiently at all times.

- Ensures that property meets inspection guidelines for various agencies, i.e., HUD, DHCD, state housing finance agencies, mortgage companies, etc.
- Ensures all required resident paperwork is complete such as all appropriate background and reference checks, applications, leases, etc. Ensures all HUD, LIHTC, DHCD, and other regulatory paperwork is complete and in compliance with appropriate guidelines.
- Monitors and oversees all contractual services, ensuring the satisfactory quality of service and cost-effectiveness.
- Maintains occupancy at established levels by working with Marketing Director to devise and implement an effective marketing plan for the site.
- Reduces vacancy by fostering and maintaining positive resident relations, resulting in a satisfactory resident retention rate.
- Ensures that all staff members respond to resident needs in a prompt, efficient, and courteous manner.
- Monitors resident selection, ensuring that all new residents meet established selection criteria.

Other Job Functions:

- Assumes an active role in the town or city in which the property is located by representing the Owner, management, and residents' interests on task forces or committees to resolve local problems. Develops and maintains positive, productive relationships with local agencies.
- Participates in special projects such as developing policies and procedures.
- Serves as a mentor to new Property Managers.

Requirements:

- Thorough understanding of property management practices.
- Proven ability to effectively supervise staff and manage the property.
- Knowledge of local, state, and federal housing regulations and any housing programs applicable to the property.
- Superior skills in leadership, judgment, initiative, and discretion.
- Excellent communication skills, both verbal and written business English and Spanish.
- Proficiency in Microsoft Word and Excel.
- Ability to read and understand financial/ budget reports.
- Basic marketing skills.

Level of Education/Training/License:

- Experience with LIHTC, HOME, and Section 8 housing.
- NAHP designation and other industry designations preferred.
- C3P, CPM, and ARM certifications preferred

- Bachelor's degree in business or related field preferred.

Experience:

- 5 plus years of supervisory experience with residential housing management and preparing budgets and understanding the financial process.

Benefits:

- Sign-on Bonus
- Paid Vacation, Holidays, PTO/Personal leave
- 401(k) plan
- Health, Vision, and Dental insurance
- Life Insurance, Short- & Long-Term Disability
- Flex spending accounts & Transportation expense accounts
- Opportunity for professional growth and development

An EOE/ Veterans/Disabled Employer:

If you need an accommodation to apply due to a disability or protected veteran status, please contact HR at 617-423-7000, ext. 3772.

Keywords: HUD, LIHTC, Tax Credit

Please forward resumes to Abigail Rice arice@firstrealtymgt.com, or to Sarah Clark at sclark@firstrealtymgt.com.