



Regional Property Manager

Windham, ME

Pay Range: \$65,000-\$75,000

To Apply: Send resume and cover letter to Jenn Riddell, HR Specialist at jriddell@avestahousing.org

Avesta Housing is a nonprofit affordable housing provider with over 45 years of experience as a leader in affordable housing development and property management in southern Maine and New Hampshire. Our organization is headquartered in Portland, Maine and currently has more than 98 properties and 2,700 apartments in its portfolio. We have a mission to improve lives and strengthen communities by promoting and providing quality affordable homes for people in need. We do this by focusing on advocacy, real estate development, property management, senior and assisted living, and home ownership.

As a nonprofit organization, we care deeply about people – those who urgently need safe, affordable housing and those living in the homes we develop and manage. And we care deeply about our employees who work hard to support them. When it comes to our staff, we strive to create strong teams, meaningful career growth, and outstanding work environments. Additionally, we have just been named a **2020 Best Places to Work in Maine winner!**

What we're looking for

Avesta Housing is seeking an organized and compassionate Regional Property Manager. This position is responsible for the financial, physical, and overall operational health of an assigned portfolio of 40 properties of our Inland Region, covering a wide geography including Gorham, Windham, Farmington, Lewiston and Bethel. While working to ensure excellent internal and external customer service and providing a quality living environment to all residents, the Regional Property Manager will establish a positive and productive working relationship with all departments, adhere to the agency's Mission Statement and Core Values, and ensure the portfolio is in compliance with all regulatory requirements.

Our ideal candidate will share our passion for our mission while exemplifying our four core values of humanity, stewardship, relationships, and quality. This position qualifies applicants and ensures the success of our residents by helping to maintain a safe, quality place for them to live. Thorough experience with Low Income Housing Tax Credit (LIHTC) properties and/or affordable housing for this position is preferred.

Key Responsibilities

- Train, supervise, and evaluate a team of Property Managers, Resident Service Coordinators, Leasing Specialists, and Senior Maintenance Technicians.
- Coordinate and oversee management of portfolio of properties, including:
- Establishing property goals, budgets, and monitoring performance.



- Ensuring performance metrics are met.
- Compliance with state and federal regulations, such as regular inspection of property, maintenance, and resident files.
- Transition and establishment of new construction or acquisitions.
- Regular inspections of properties to ensure that Avesta standards are being met.
- Response to property-related emergencies, including assistance with subsequent insurance claims.
- Efficient oversight of reasonable accommodation process.
- Preparation of property-related management agreements, certifications, and plans.
- Submit required regulatory documentation including housing assistance contracts, restricted account transfers, rent increases, and special claims.
- Cultivate a high performing management team that works collaboratively to meet all portfolio goals.
- Manage financial oversight of properties, including replacement reserve accounts, approval of all withdrawals, and review of financial materials being distributed.
- Work closely with asset management department to ensure investor reporting, budgetary and financial statements questions are completed as required.
- Develop strategies to improve property performance levels.
- Inspect properties to ensure highest standards are maintained; evaluate maintenance, grounds and janitorial standards.
- Work closely with the Senior Maintenance Technician to coordinate maintenance functions at the properties, including development and scheduling of capital needs plans, review and approval of all contracts, and selection of contractors and vendors as necessary.
- Ensure high level of customer service and resident satisfaction.
- Monitors, assists and makes recommendations to improve marketing activities, reviews and occupancy status.

Requirements

- College Degree preferred.
- Thorough experience in managing multi-family housing preferred.
- Detailed compliance knowledge of affordable housing programs including LIHTC, HUD, RD 515 and HOME.
- Ability to travel.
- Understanding of general accounting principles.
- Strong organizational and time management skills.
- Ability to work effectively with others.
- Excellent interviewing and communicating skills.
- Experience assisting disadvantaged populations.
- Ability to work effectively both independently and as part of a team.
- Ability to complete tasks on a timely basis.
- Ability to prepare contracts and monitor budgets.
- Excellent analytical and negotiating skills.
- Proficient in use of Microsoft Office products.

Locations: This position will manage properties in Gorham, Windham, Farmington, Lewiston and Bethel but will be required to travel to our corporate office in Portland.

Benefits: Excellent benefit package including employer paid health, dental, 401(k) with immediate vested match, flexible spending and dependent care accounts, life, long and short-term disability, paid holidays, paid parental leave, and generous earned time. Excellent working environment.