



Senior Property Manager – Portland, ME  
Salary Rate: \$22-\$25/hr.

**Company Overview**

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 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.

**What we're looking for**

Avesta Housing is seeking an energetic, well-organized individual with excellent analytical and negotiating skills to join our team of Senior Property Managers. This individual will supervise, lead and mentor a team of Assistant Property Managers, Property Managers, and Resident Service Coordinators, and collaborate with maintenance staff in managing the day to day operations of affordable housing communities within an assigned portfolio, providing training, coaching, and motivation as necessary. The Senior Property Manager is responsible for ensuring the financial, physical, and overall operational health of an assigned portfolio of properties. By collaborating with a property management team, the Senior Property Manager will increase cash flow by maximizing occupancy/revenue and minimizing operating expenses while maintaining the physical asset. While working to ensure excellent internal and external customer service and providing a quality living environment to all residents, the Senior 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 organization is dedicated to providing the best housing experience to our residents, but also to employing and retaining top-level professionals in our area.

**Requirements:**

- College Degree preferred.
- Ability to travel within Cumberland County
- Proficient in use of Microsoft Office products.
- Experience assisting disadvantaged people.
- Strong organizational skills and time management skills.
- Ability to work independently and as part of a team.

**Benefits:**

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