



## Senior Property Manager – Portland, ME

Salary Range: \$45,000-\$51,000

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:**

We need a compassionate, organized Senior Property Manager who can ensure that an assigned portfolio of properties operate efficiently, and in compliance with applicable regulations. 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. Experience with Low Income Housing Tax Credit (LIHTC) properties and/or affordable housing for this position is preferred.

### **Key Responsibilities:**

- Supervise, lead and mentor a team of Property Managers (PMs), and Resident Service Coordinators, and collaborate with maintenance staff in managing the day to day operations of affordable housing communities, providing training, coaching, and motivation as necessary.
- Monitor and maintain property financials, including:
- Ensuring budgeted revenue, operating expenses, and cash flow goals are met monthly;
- Collaborating with property management staff to conduct monthly variance reviews of financial statements;
- Ensuring accuracy of bill packs, operating reports, and general ledgers, approving invoices, and processing bill packs;
- Meeting established goals for budgeted revenue, operating expenses, and cash flow monthly, responding to variances, and ensuring compliance as necessary; and
- Providing information as requested to regulatory agency personnel and others involved in monitoring of property financing.
- Ensure optimal property financial health by managing processes such as:

- Ensuring collection of rent and all applicable fees and/or resident charges, tracking delinquent accounts, arranging payment agreements, initiating and following through with legal proceedings for nonpayment and cause evictions;
- Overseeing implementation of annual rent increases where appropriate, maximizing income in accordance with funding program guidelines;
- Ensuring submission of bad debt and submittal of resident collections to the collection agency within established timeframes; and
- Coordinating the submission of timely and accurate quarterly requests for replacement reserve draw requests.
- Oversee resident move-out process, including completion of inspections and assessment of damage charges within established timeframe, and ensuring unit turn goals are met by collaborating with maintenance to coordinate unit turnover and schedule contractors as necessary.
- Follow Vacancy Protocol in order to ensure units are leased in compliance with site's approved Resident Selection Plan and agency expectations through:
  - Collaboration with Intake staff to market upcoming vacancies;
  - Screening and eligibility determination of applicants and approving applicant move-in files;
  - Ensuring friendly and comprehensive initial move-in process such as showing units, signing leases, turning over keys, and completing move-in inspections.
  - Ensuring timely and satisfactory completion of inspections such as annual unit, monthly site, and others (i.e. NH, REAC).
  - Monitoring lease expirations and ensuring annual re-certifications and lease renewals are completed within established timeframes

#### **Requirements:**

- College Degree preferred.
- Thorough experience in managing multi-family housing preferred.
- 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.

**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.

**To Apply:** Please submit resume and cover letter to Jenn Riddell, HR Specialist at [jriddell@avestahousing.org](mailto:jriddell@avestahousing.org)