



CELEBRATING **30** YEARS

180 Admiral Cochrane Drive
Suite 200
Annapolis, MD 21401

Phone: 443.716.2550
Fax: 410.224.3434
TTY: Dial 711

Regional Property Manager- *Habitat America, LLC*

Habitat America, LLC celebrating 30 years in business, a woman-owned property management company with a strong presence in the Mid-Atlantic region. The company is headquartered in Annapolis, Maryland. Due to the rapid growth that the company is experiencing, an opportunity for a new experienced Regional Property Manager has opened up! Habitat America is seeking a Regional Property Manager with at least 7 years' experience at the Regional Manager level. The portfolio for this position will include 7 -10 tax credit senior and family apartment communities, some mixed with market rate, located in Montgomery County, Howard County, PG County and DC areas.

The Regional Manager at Habitat America oversees the management of a varied portfolio of apartment communities for owners. Our Regional Managers are tasked with maintaining the integrity of the owner's physical asset by revenue optimization and control of expenses, while adhering to all policies and procedures set forth by the company. Regional Managers are leaders and are responsible for supervisory responsibilities over assigned portfolios assigned that are accomplished within Habitat America's policies, procedures and applicable laws. These responsibilities include interviewing, hiring and training competent employees, maintaining teams of employees, planning, assigning and prioritizing work; reviewing performance; rewarding and disciplining employees; addressing and working towards solving problems that arise. Habitat America's Regional Managers regularly communicate with owners, developers, contractors, syndicators and regulatory entities.

Habitat America is a company expanding with opportunities for career growth! The company prides itself for having an excellent team of competent, talented and dedicated Regional Managers. Perhaps it is time for you to consider joining a company that will value the talents, experience and business knowledge that you bring to property management. If you have the experience we are seeking, then please submit your resume and salary requirements for our review.





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Candidates applying for this position should have experience with the following property types, programs, and be proficient in the following areas:

Property Type:

- Multifamily
- Independent Senior

Programs:

- PRAC 202
- LIHTC
- BOND

Required Skills:

- Familiar with Yardi Software
- Preparation of budgets and monthly variance reports for portfolio of properties
- Contract procurement and negotiation
- Capital expenditure recommendations
- Strong emphasis on customer service
- Financial management and analysis
- Ability to work closely with asset managers and owners
- Lease up and / or renovation experience
- Experience handling small and large insurance claims
- Experience with developing strong resident service programs
- Proven conflict resolution skill set
- Ability to multi-task
- Excellent oral and written communication skills
- Good computer skills including Word and Excel proficiency

Application:

Join the Habitat America family. The time is now. *E.O.E*

To apply to this position, please visit our website at <https://habitatamerica.com/careers/>

