Title: Assistant Property Manager
Program: Community Development (Southern region, Montgomery and Prince George’s County)
FLSA Status: Exempt
Reports to: Senior Housing Compliance Manager
Prepared Date: September 25, 2020

Summary of Responsibilities: Provides high quality property-management for housing serving individuals with disabilities. This includes tenant/landlord relations, leasing and lease negotiation, compliance with site-specific funding requirements, as well as coordination with residents and staff (finance, facilities and services).

Responsibilities:

- Implement leasing, recertification and administrative functions
  - Works with services team to arrange intake of new residents, including background checks
  - Develops new leases for new properties
  - Manages, stores, and organizes signed leases
- Administer site specific programs and ensure compliance with each applicable agency (HDC, HCR, HUD, etc.)
  - Specific responsibilities include serving as HUD Coordinator, managing recertifications, requesting Reserves for Replacement, Project Rental Assistance Contracts (PRAC) renewals
  - Coordinates Management and Occupancy Reviews (MORS) and Real Estate Assessment Center (REACs) inspections
  - Collects documents relevant to rent increases; provides documents to finance
  - Updates management agreements
  - Completes Enterprise Income Verification (EIV) documentation
  - Order lead certification through work order system; monitor completion
  - Perform HUD billing
- Manage tenant/landlord relations and conflict resolution
  - Creates tenant files, runs background checks, create rent rolls
  - Supports tenant relocation and moves
  - Support resident engagement
- Represent FSI and Sheppard with local and state housing stakeholders
- Coordinate with maintenance and finance to enhance housing quality and financial performance
  - Work with maintenance to assess capital needs of properties
  - Support the development of property financial budgets
o Coordinate with maintenance and budget to develop and manage operational budgets
• Prepare weekly and monthly reporting to support compliance and improve outcomes
  o Use property management software to monitor and improve performance and resident service
  o Performs data analysis to reduce vacancy and otherwise improve outcomes
• Improves housing expertise through regular training
  o Training includes fair housing, EIV, 504 coordination, and housing policy
• Serve as board liaison to boards associated with housing corporations
• May also support development efforts and/or master lease negotiations with external property owners/managers
• Special projects as assigned

Qualifications

• Bachelor’s degree or equivalent experience
• 3+ years of property management, housing, real estate or other relevant experience
• Knowledge of HUD Section 811, Project Based Section 8, LIHTC, and/or other affordable housing programs
• Preference to candidates with real estate license and/or expertise in development or finance
• Preference to candidates with mental health and/or social work expertise
• Understanding of operating statements and financial budgets
• Experience with Yardi or RealPage (or similar software program)

I have read and understand the job description outlined and agree to perform the duties as assigned and described above.

____________________________________  ______________________
Signature                                      Date