



Community Manager (Floating)

AHC Management LLC

Must be able to work and travel to: Baltimore, MD; Silver Spring, MD and Northern Virginia

The Manager will facilitate the efficient operation of the property, ensuring proper maintenance of the units and delivery of high quality customer service to its clients. The ideal candidate will be a team player, detail oriented, & 'hands-on.'

Responsibilities include:

- Planning and directing the day-to-day operations of the property
- Ensuring the timely collection of rents & meeting the financial objectives of the property
- Developing and successfully implementing annual operation and capital improvement budgets
- Preparing monthly management & financial reports
- Preparing analysis of local market conditions & trends
- Managing related vendors and contracts
- Implementing policies & procedures
- Recruiting, training, developing, mentoring & motivating onsite staff
- Other related duties

Minimum requirements:

- Associates degree, Bachelor's degree preferred, or equivalent 5 years of experience in site management
- Required certifications include TCS (Tax Credit Specialist) or COS (Certified Occupancy Specialist)
- Prior experience as a Site Manager with a proven track record of success with cooperative management, effective communication, marketing, managing multiple projects & meeting deadlines
- Ability to produce reports, maintain records
- Experience with budgeting & cost management
- Knowledge of local Virginia apartment market & Fair Housing regulations
- Ability to think strategically with proven problem-solving skills
- Excellent communication, time management & organizational skills
- Knowledge of Yardi software preferred
- Proficiency with MS Word & Excel

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org or visit & apply on our website www.ahcinc.org, under the 'About Us' tab. E/O/E