



POSITION DESCRIPTION

Title: Interim - Director of Property Management (DPM)

Prepared date: July 2021

Program: Coalition Homes, Inc. (CH)

Status: **Consultant**

Reports to: Montgomery County Coalition for the Homeless, Inc. (MCCH) Chief Executive Officer

General Description:

Coalition Homes, Inc. (<https://mcch.net/affordable-housing>) is the nonprofit housing development affiliate of the Montgomery County Coalition for the Homeless, Inc. (MCCH) and creates permanent supportive housing for formerly homeless individuals and families. CH acquires, develops, and manages permanent supportive housing to meet the needs of the most vulnerable populations with disabilities. In this capacity, Coalition Homes plays a crucial role to end homelessness consistent with MCCH's mission of making homelessness rare, brief and non-recurring in Montgomery County, Maryland. The mission of Coalition Homes is to help eradicate homelessness in the County by creating, owning, and operating permanent housing solutions.

The DPW will serve in an interim leadership capacity for CH and lead its property management functions including those of CH's parent company MCCH. The DPW will support bringing on-board a third-party property management firm for CH and MCCH units/households and coordinate these functions across both entities. This includes establishing a new property management business model across CH and MCCH that includes systems and processes and support functions for the work of the third party property management company.

Strategic Oversight

- Maintains a working knowledge of significant developments and trends in the field.
- Prioritizes, organizes, and schedules job assignments for oneself and others under supervision.

Property Management Oversight

- Supervise Property Managers and Facilities Manager.
- Establish and maintain rent schedules and utility allowances for each property in accordance with funder guidelines.
- Review loss to lease, days vacant, delinquencies, and any other reports monthly and quarterly to ensure properties are maintaining optimal occupancy and revenue.
- Review financials, budget variance reports and availability reports monthly to monitor financial stability of properties.
- Identify and work to address any issues that are creating financial gaps and risks.
- Approval of market rent changes, write-offs, and reimbursements.

- Work with legal counsel to ensure compliance with fair housing laws, disability laws and state and local ordinances.
- Work with legal counsel and any relevant parties to resolve any litigation related to the supportive housing properties.
- Work collaboratively with property managers and MCCH Compliance Director in the preparation and review of all the applicable reporting and inspections necessary to ensure compliance with loan covenants and regulatory guidelines. Review responses to findings or citations and ensure they are submitted to the agencies on time.
- Facilitate oversight of the financial and physical performance of each property.
- Write and present status reports to leadership team and Board of Directors.
- Participate in resolution and problem solving for resident and staff issues that cannot be solved at the property level.

General:

- Develop and maintain productive, positive working relationships with Coalition Homes and MCCH staff members.
- Maintain a level of flexibility with all staff, helping others as appropriate.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.

Minimum Qualifications:

- Bachelor's Degree in related field: Master's degree preferred.
- Eight to ten years of experiencing managing property management functions for large real estate portfolio, including supervising site teams.
- Five years of leadership experience in non-profit management.
- Extensive budgeting/financial experience.
- Experience in government funding compliance.
- Knowledge of Sec. 42 LIHTC, HUD and similar housing programs.
- COS or LIHTC certification a must. REAC and Section 8 experience a plus.
- Five years of experience working with adults around with mental health, substance abuse issues, and/or homelessness.
- Strong understanding of fair housing laws and concepts.
- Ability to manage complex interpersonal issues related to both staff and residents.
- Demonstrated problem solving and conflict resolution skills.
- Excellent verbal and written communications skills to accurately obtain, interpret, and transcribe complex programs at all levels of the organization.
- Strong computer skills and experience with Yardi or other industry software applications.

To Apply:

Please send resume and cover letter detailing past experience to: Susie Sinclair-Smith: Susie@mcch.net with subject heading: ***Interim Director of Property Management.***