



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: Community Manager

Reports to: Senior Community Manager

FSLA: Exempt

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates thirteen properties totaling 465 units of affordable housing, with another four properties and 120 units under development, and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing and social services for affordable housing communities in the heart of the Nation's Capital. Jubilee's model of Justice Housing is affordable to those with the fewest financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible, and near services that support residents as they pursue educational and career attainment.

POSITION DESCRIPTION:

Community Manager (CM) manages the daily operation of 120 units across four buildings. The community manager will collaborate with other Jubilee departmental team members on-going. The CM oversees leasing, maintenance, compliance with federal, state, and local housing laws, and all administration. The manager also supervises staff and is a regular presence at assigned properties.

The ideal candidate is a pro-active and involved leader who knows the staff, assigned properties, and surrounding communities well. The CM works collaboratively with Resident Services and other members of Property Management to maintain fully occupied, well-managed properties with an engaged and stable resident population.

Reporting and Working Relationships:

- The Community Manager will work in the Washington, DC territory, currently consisting of properties located in the Columbia Heights neighborhood. Able to remain in a stationary (standing and seated) position more than half the time
- May need to move about the office(s) less than half the time
- Able to walk multiple sites daily, weekly and monthly
- Able to operate a motor vehicle. Possess a driver's license and personal car insurance.
- May need to kneel, crawl, or crouch down less than half the time
- Must be able to regularly maneuver (lift, move, carry, slide, etc.) 15 – 30 pounds
- Able to operate equipment/machinery that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time
- Able to spend more than half the time viewing computer monitors

- This role is exposed to hazardous chemicals and materials, outdoor weather conditions, and non-climate-controlled workspace (s) less than half the time
- This role must be able to identify and distinguish between colors less than half the time

SPECIFIC DUTIES:

- Advanced oral and written communication and public relations skills
- Proficient with Microsoft Office suite including Outlook, Word, Excel and property management software (Realpage products)
- Knowledge of and experience in property management, real estate and finance (building and maintaining a budget; coding and submitting invoices; preparing cash deposits)
- Able to work on several projects simultaneously, maintaining timeliness and accuracy
- Able to work independently, anticipate problems, and implement effective solutions
- Attention to detail

DESIRED QUALIFICATIONS:

- High school diploma, GED or equivalent.
- At least five years of property management and affordable housing management experience is required. Additionally, prefer a minimum of 2 years of experience managing multiple sites and over 100 units.
- Experience managing a property undergoing renovation is preferred, but not required.
- Relevant certifications for property management and affordable housing. Examples include the LIHTC, HCCP or SHCM Certification as well as CAM and/or Apartment Residential Manager (ARM) certifications

BENEFITS:

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a 403b matched contribution retirement plan.

BACKGROUND CHECK AND DRUG SCREENINGS:

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background check as a condition of employment.

Drug test results do not automatically preclude you from being considered for employment. We recognize that each candidate's circumstances may differ, and we evaluate all aspects of your application and qualifications before making a final decision.

REFERENCES:

Please be prepared to provide 3 professional references if you are selected for this role.

HYBRID WORK MODEL:

Three-day, onsite hybrid work schedule required; agreed upon schedule with manager.

TO APPLY:

Visit <https://ats.rippling.com/jubilee-housing/jobs>.

Jubilee Housing is an Equal Opportunity Employer