



# Property Operations Associate

Housing Alexandria is a non-profit affordable housing developer and owner. To learn more about our history, mission, vision, and values, please [click here](#).

*In February 2023, "Alexandria Housing Development Corporation (AHDC)" rebranded to Housing Alexandria.*

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## Purpose of Position

The Property Operations Associate will work to further Housing Alexandria's mission of diversity, equity, and inclusion. The team member will cultivate a culture of innovation, collaboration, integrity, and empowerment within the team through partnerships and in the community. They will collaborate with the Director of Property Operations to oversee Housing Alexandria's portfolio and the work of the third-party property management firm. They will assist in establishing and implementing processes to ensure the long-term financial, physical, and operational sustainability of Housing Alexandria's real estate portfolio. The ideal candidate will apply analytical thinking, hands-on problem solving, and interest in innovation and technology to continually improve operational efficiency, financial performance, and quality of life for families of Housing Alexandria communities. This position will report directly to the Director of Property Operations.

## Position Requirements

The Property Operations Associate is a full-time permanent position requiring the employee to be locally in the DMV area and must be onsite in the Housing Alexandria main office a minimum of 3 full days per week. Tuesday & Thursday are mandatory, with some weekends and evenings required. The team member will need to travel within the City of Alexandria to visit current and future Housing Alexandria communities; therefore, they must have reliable transportation and commute to the properties as required.

Housing Alexandria follows CDC COVID-19 health and safety recommendations, including mask mandates. Although vaccine mandates are not required, we do require reporting vaccine status.

## Primary Responsibilities

- Create and design individualized marketing plans for Housing Alexandria properties using market data
- Work as a liaison between third-party property management leadership, on-site property management teams, and Housing Alexandria
- Review and prepare property financial performance reports provided from our third-party management firm for the Director of Property Operations
- Collaborate with the leadership team to formulate property-level strategies, goals, and policies that will maximize property cash flow and portfolio performance
- Oversee insurance policy requirements for the portfolio and provide proof of insurance as required to lenders and other agencies. Manage the response to our insurers for insurance claims/suits against the entities
- Ensure compliance with project agreements and other regulatory and lender requirements for all of Housing Alexandria's portfolio



- Foster community partnerships to further organizational mission and occupancy goals
- Assist in maintaining required quarterly financial and annual reports, audits, annual certified rent rolls, and other submissions to the board of directors and lenders
- Assist in the development and tracking of the annual asset management business plan
- Development of a team-oriented company culture that emphasizes innovation, learning, sustainability, inclusion, employee retention, and outcome-oriented
- Attend all staff meetings, training sessions, and other appropriate meetings and conferences as required
- Perform other duties as directed

## The Successful Candidate Will Have

- A bachelor's degree in property management, business administration, finance, or a related field. Substitutable with two years of experience in property management
- Experience in marketing data analysis
- Preferred: experience with Real Page software
- Experience in affordable and LIHTC properties a plus
- Ability to read financial statements
- Experienced in using Microsoft Suite, including Excel and SharePoint
- Highly organized and self-motivated with experience working in a professional setting with limited supervision
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with all levels of employees and partners
- Capacity to work on multiple tasks and projects simultaneously while still meeting the priorities of the position
- Creative problem-solving skills, including negotiation and conflict resolution
- Experience providing assistance to individuals and groups facing difficulties such as economically disadvantaged, unemployment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing
- Adapt positively to a fast-paced work environment
- Sincere interest in career growth and support of Housing Alexandria's mission

## Salary and Benefits

Commensurate with experience. \$45,000 to \$55,000 annually. This is a bonus-eligible position. Housing Alexandria's benefits package includes medical, dental, vision, life, and disability insurance. Matching 401(k), parental leave, HSA, tuition assistance, paid networking opportunities, wellness program, flexible work schedule, paid time off, and more.

## How to apply

Please submit a resume and cover letter to [resumes@housingalexandria.org](mailto:resumes@housingalexandria.org). Resumes that do not include a cover letter will not be considered.

## NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential



functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Housing Alexandria is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.

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Print Name

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Signature

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Date

