



Job Title: Area Property Manager

Location: Coyle School Taunton, MA 02780 & Oxford School Fairhaven, MA 02719

Hours: Full Time 40 hours per week

Job Description:

HallKeen Management seeks a qualified, motivated and experienced Area Manager to assist Regional Manager in overseeing operations of Low Income Housing Tax Credit communities located in southeast Massachusetts. Position includes active daily management of two communities; one in Taunton and the other in Fairhaven. Position will also oversee management operations at two additional communities in Bourne and Sandwich, MA.

The ideal candidate would possess strong supervisory and communication skills, and would have a comprehensive background in budgeting and cash management. This person will assist each property in meeting or exceeding budget expectations along with meeting full compliance with all state and federal regulations as it relates to a variety of subsidy programs. The Area Manager is in regular contact with state monitoring agencies, owners and staff. The Area Manager will assist with training for the staff within the portfolio and reports to the Regional Manager of the portfolio.

Area Manager specific job responsibilities include but not limited to:

- Overall property performance, to include compliance and reporting and being involved in problem solving/making decisions
- Creating and delivering timely and accurate budgets, and financial and operational performance reports to ownership that clearly explain operational effectiveness, trends and variances
- Managing the financial performance of the properties in accordance with the established budget
- Hiring and supervising on site staff to properly manage and maintain both the physical and operational aspects of the four properties
- Overseeing and ensuring company and affordable housing program compliance
- Hands-on Review applications for income eligibility for the LIHTC & HOME programs, as well as conduct annual recertifications of existing residents to ensure ongoing compliance with affordable housing programs.
- Inspiring the team to effectively execute rental, marketing and operational activities that achieve budgeted occupancy and resident retention goals
- Bidding contracts for site services to provide analysis and recommendations to Regional Manager
- Coaching, motivating and providing team members with opportunities to develop their skills
- Conduct Annual Performance Reviews, hiring, training, firing
- Approving time off and expenses of Property Managers
- Proactively manage the performance of all team members through reviews and constructive feedback
- Taking the leading role in ensuring the community exceeds owner expectations

Qualifications:

- 5+ years of large single and /or multi-site property management of conventional, LIHTC, and Section 8 properties.
- Experience with fast-paced LEASE-UPs preferred
- A track record of success building, developing and retaining high-performing teams
- A history of building and maintaining strong relationships with residents, ownership groups and vendors
- Experience developing and managing budgets
- Proficiency with industry software (OneSite), apps and computer programs

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position, please e-mail resume to Megan Thomopoulos at MThomopoulos@HallKeen.com