Job Title: Regional Property Manager
Location: Norwood and Boston, MA and Rhode Island
Hours: Full-time
Pay Rate: $130,000. Yearly Salary

HallKeen is a Boston based property management company with 33 years of experience in multi-family, assisted living, and mixed-use properties throughout New England, New York, Maryland, North Carolina, and Florida. Our mission is to create partnerships and provide leadership that results in successful business ventures and thriving residential communities.

2025 marked a new chapter for HallKeen. Industry leader, Andy Burnes, has welcomed new leadership with deep experience in affordable housing and social impact to build upon HallKeen's rich legacy to lead the company to its next phase of growth and expansion, creating a rare opportunity for high-energy, assertive, team-players, ready for a challenge and opportunity for career growth.

The ideal candidate will possess strong supervisory and communication skills, both verbal and written and a comprehensive background in budgeting, financial oversight, and cash management. This role requires full responsibility for ensuring each property in the portfolio meets or exceeds budget expectations while maintaining compliance with all applicable state, federal, and local regulations, including oversight from agencies such as HUD, MassHousing, Spectrum, HPD, HDC, and other relevant monitoring bodies. The RM maintains regular contact with state and local regulatory agencies, property owners, and staff, ensuring consistent adherence to compliance standards. This position requires the Regional Manager to be on-site regularly to provide leadership, oversight, and support across the portfolio. Additionally, the Regional Manager oversees all staff training within the portfolio and reports directly to the Vice President of Residential Management. Travel expectations for this position may include trips exceeding 2.5 hours, air travel, and overnight stays depending on business needs.

Minimum Requirements:

- Bachelor's degree in Business, Real Estate, Finance, Public Administration or related field
- 5+ years progressive multifamily leadership with affordable housing experience; 5+ years leading multi-site teams
- Deep knowledge of LIHTC, Section 8/HUD, HPD and HDC programs, Fair Housing, and compliance requirements
- CPM strongly preferred; NAHP-e, HCCP, COS, TCS, or equivalent designations a plus
- Proven success in NOI, occupancy, delinquency, and compliance performance across large portfolios
- Proficiency in Microsoft 365 and property management software (RealPage, MRI)
- Proven leadership, analytical, communication, and change-management skills.

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.

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