

# HK HallKeen Management

**Job Title: Area Property Manager (Residential Management)**

**Location: Chicopee, MA 01013 and Springfield, MA 01107**

**Hours: Full-time In Person**

**Job Description:**

HallKeen Management seeks a qualified, motivated and experienced Area Manager to assist Regional Manager in overseeing operations of 2 communities as well as be active manager for one of those communities. Communities are mixed income; including market rate housing and the Low Income Housing Tax Credit Program.

The ideal candidate would possess strong supervisory and communication skills-verbal and written, and 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 Manger 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 three properties
- Overseeing and ensuring company and affordable housing program compliance
- Inspiring the team to effectively execute rentals, 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
- Approval for time off and expense report
- Proactively manage the performance of all team members through reviews and constructive feedback
- Taking the leading role in ensuring the community exceeds owner expectations
- Some travel will be necessary.

**Qualifications:**

- 5+ years of large single and / or multi-site property management experience with affordable LIHTC and HUD compliance requirements
- 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 budget and profit and loss
- Proficiency with industry software (OneSite), apps and computer programs
- Outstanding communication skills, both written and verbal

**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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