Job Title: Regional Manager Support Specialist
Location: Boston area
Hours: Full Time
Pay: Starting at $60.00 per hour

Job Description:
HallKeen Management has an opening for a Regional Manager Support Specialist.

Duties and Responsibilities:

The ideal candidate will possess strong supervisory and communication skills, both verbal and written and have a comprehensive background in budgeting, financial oversight, employee performance management and cash management. This role supports leadership in 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. This position is a hybrid of on-site and remote work providing leadership, oversight, and support across the portfolio. Travel expectations for this position may include trips exceeding 2.5 hours, air travel, and overnight stays depending on business needs.

Duties could also include hands on support for on-site teams, assisting with processing rental payments, tracking rent collections, processing invoices for payment, touring and leasing apartments, processing rental applications, completing HUD and LIHTC income certifications, waitlist management, coordinating repairs with maintenance and vendors, preparing for property management reviews, providing resident support, and interviewing for open positions. This position is based in Boston area.

The ideal candidate would be familiar with the multifamily property management business, have experience working with Real Page One Site management software, have impeccable attention to detail, excellent customer service skills, strong written and verbal communications skills, ability to work independently and manage competing priorities and experience in HUD and the Low-Income Housing Tax Credit Program. Travel to properties in Boston area, required. Additionally, travel 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 as an Area Property Manager or Regional Property Manager
- 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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