



Job Description:

Affordable Housing – Property Manager

New Neighborhoods is seeking an experienced and certified affordable housing (HUD & LIHTC) Property Manager in the West Hartford - New Britain area, Connecticut. Must have a bachelor's degree, industry certifications, and a minimum of 3-years' experience in managing a Tax Credit and/or HUD properties.

This position is with a nonprofit affordable housing development, property management and resident-centered service organization that has been committed to improving the quality of life through affordable housing and social services that provide a safety net and springboard to economic self-sufficiency for families, veterans, and retirees.

Job Summary:

The **Property Manager** is responsible for the total operation of his or her assigned tenant occupied building(s). The Property Manager has the important responsibility of assuring that their assigned property(s) operate in an efficient and cost-effective manner while ensuring that all regulatory requirements (local, State, and Federal) are adhered to in all facets of property management, tenancy, and operations.

Job Responsibilities - Including but not limited to the following:

- Responsible for income recertification, leasing and re-leasing property with minimal direct oversight by the Director of Operations.
- Consistently provides residents, vendors and employees with the highest quality of service and support.
- Handles tenant rent collections and delinquencies, late notices and posting rents.
- Obtains bids from contractors for pending work as may be required to submit to the Director of Operations.
- Reviews expenses and assists in the preparation of annual budget requirements.
- Regularly communicates with tenants as a group on an as-needed basis.
- Recommends and implements outreach program to fill vacancies.
- Effectively manages maintenance technician including hiring, training, delegating, evaluating, coaching and performance management.
- Responds to requests by the President and CEO and the Director of Operations and makes recommendations on building and tenancy needs.
- When directed, attends meetings with appropriate agencies and government entities.
- Attends Asset and Property Management Committee, New Neighborhoods' Board and other meetings as appropriate.



- Conducts periodic apartment inspections.
- Conducts weekly inspection of the property and prepares a summary report of the property activity, conditions observed and traffic.
- Prepares monthly calendars and newsletters for distribution to the tenants.
- Assists in organizing activities for the tenants.
- Addresses and resolves any emergencies that arise.
- Showcases available apartments and processes applications for prospective residents.
- Approves invoices for payments.
- Walks the property regularly to inspect for cleanliness and curb appeal.
- Oversees on-site capital improvements.
- Works with corporate management in preparing aggressive goals and plans.
- Quickly and fully implements directives from Company staff and corporate headquarters.
- Ensures compliance with all housing agencies i.e., HUD, CHFA, RA.
- Other duties as assigned by your supervisor or senior management as needed.

Education, Experience, Skills and Other Requirements:

- Bachelor's Degree in Real Estate, Business, Social Work, or other related fields required; Master's Degree preferred.
- Minimum of three years of property management experience required.
- Must have HUD & LIHTC experience, a COS and/or TCS certification required.
- Demonstrated ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports, business correspondence and procedure manuals.
- Must have excellent computer skills as well as proficiency in the following software programs: Microsoft Word, Excel, and Outlook as well as knowledge of Real Page operating experience preferred.
- Ability to advocate, organize, problem-solve, and provide.
- Experience working in and with community organizations.
- Strong written and oral interpersonal and communication skills.
- Demonstrated ability to manage multiple projects and complex operational matters daily.
- Strong time management, follow up, administrative and organizational skills.
- Ownership of an automobile and a valid driver's license.
- Ability to work independently, organizes tasks, manage time, and prioritize projects.
- Connecticut Real Estate license preferred.

Job Locations

Current opening in the West Hartford-New Britain area for immediate hire;



Work Schedule

Full-Time, forty (40) hours per work week

Compensation Package:

Starting Wage: \$55,000-\$65,000 Range – depending on experience and qualifications.

Benefits packages:

Generous Paid Time Off and 401k programs, Health Care, Vision, Dental & Life Ins.

E.O.E.