



Job Posting:

PROPERTY MANAGER

Affordable Housing

Starting Salary Range: \$65,000-\$72,000

New Neighborhoods is growing again and seeking an experienced and certified (HUD & LIHTC) affordable housing **Property Manager** in **Stamford, CT**, and experienced (LIHTC) affordable housing **Property Manager** in **Bridgeport, CT**. Must have a bachelor's degree, industry certifications, and a minimum of 3-years' experience in managing a Tax Credit and/or HUD property(s).

New Neighborhoods is a 55-year-old nonprofit affordable housing development, property management and resident-centered service organization. Since 1967, we have been committed to improving the quality of life in our towns and cities with 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). This position has the responsibility of assuring 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:

Stamford, Bridgeport and/or other New Neighborhoods Property locations as assigned.

Work Schedule:

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

Compensation Package:

Starting Salary Range: \$65,000-\$72,000 – depending on experience and qualifications.

Job Classification:

Exempt - Salary

Benefits Package:

An attractive Paid Time-Off Program, paid Holidays, affordable Health Care, Vision & Dental Options, a generous 401(k) Retirement Plan, and Life Insurance & Long-term Disability provided by the company.

E.O.E.

To apply send resume and cover letter to: jobs@newneighborhoods.org