

PROPERTY MANAGER

This position is responsible for managing a portfolio of rental housing properties in accordance with VBCDC Policies and Procedures and all regulatory agreements, ensuring that homes are occupied by qualified neighbors, and ensuring that neighbors are in compliance with the lease agreement. This position is responsible for meeting or exceeding the metrics below. All work must be carried out in a professional manner and in alignment with the mission and values of the organization.

Primary Duties and Responsibilities (Essential job functions)

- Market upcoming vacant units in accordance with Affirmative Marketing Plans and Fair Housing Laws;
- Interview new applicants for vacancies, take application, process application, and determine eligibility for unit based on program and VBCDC criteria;
- Prepare and sign lease with tenants, and conduct move-in inspection with new tenants and orient them to the unit and VBCDC management and maintenance processes;
- Enter Tenant Income Certification into appropriate systems and provide move-in information to accounting staff;
- Take maintenance work orders from tenants and enter into Property management system;
- Re-certify income and assets of neighbors according to company policies and procedures and regulatory guidelines and prepare lease renewals;
- Conduct Move-out inspections with tenants who are vacating units; Assess unit for damages and complete move-out paperwork;
- Conduct Unit inspections semi-annually for current neighbors;
- Utilize property management software system and enter all appropriate tenant information into the system in a timely manner;
- Prepare monthly default notices, unlawful detainers, and writs of possession, and prepare violation notices to tenants with appropriate follow up. Attend monthly court proceedings for tenants issued an unlawful detainer and/or lease violation and take appropriate action;
- Pay bills as needed for portfolio;
- Respond to neighbor concerns in a courteous manner and work to resolve issues;
- Attend team meetings as needed to review portfolio with Sr. Asset Manager;
- Prepare reports as assigned;
- Attend meetings with partners, DHS staff, DHNP staff, etc. Participate in development of annual asset management budget;
- Attend training for Fair Housing, Tax credit compliance, Landlord Tenant Laws and others as directed or required;
- Assist in marketing/lease up of new developments;
- Provide information as requested by Supervisor/Sr. Asset Manager to respond to funding agency site visits/ audits;
- Attend neighborhood meetings with Sr. Asset Manager as requested;
- Serve as an engaged and involved team member supportive of the varied experiences and perspectives of internal and external colleagues;
- Work within the team and among organizational teams to ensure that decisions are made to further the organization's goals and vision;
- Perform other related work as required.

Minimum, Education Experience and Knowledge, Skills, Abilities

- Bachelor's Degree from an accredited university required;
- At least 3 years of experience in property management of multi-family residential property; tax credit and income-based properties preferred. Certification in Low Income Housing Tax Credit Compliance (HCCP) and Property Management Certification (e.g., RAM) preferred;
- Knowledge of Virginia Residential Landlord and Tenant Act and Federal and State Fair Housing Laws;
- Knowledge of Rules and Regulations governing Low-Income Housing Tax Credit housing, HOME funded housing, and Section 8 housing;
- Knowledge of HUD Housing Quality Standards;
- Knowledge of health and safety regulations and federal regulations that govern subsidized housing programs;
- Knowledge of VBCDC Policies and Procedures regarding procurement and contracting;
- Knowledge of VBCDC Rental Housing Programs and VBCDC Policies/Procedures for carrying out the rental housing management and maintenance activities of the Asset Management department;
- Masterly level Computer Skills to include MS Office Word, Excel, various databases; Able to learn and effectively utilize software packages purchased by the company;
- Organizational Skills to manage a varied rental housing portfolio;
- Time Management and Prioritization Skills to effectively manage multiple tasks and ensure timely completion;
- Communication Skills- Able to effectively communicate with neighbors, VBCDC/SAC Staff and partner organizations, contractors, supervisor, and members of the public in a professional manner;
- Technical Writing skills: Able to prepare written business correspondence and reports;
- Ability to exercise good judgment and to take initiative in managing portfolio;
- Able to work independently and consult with supervisor on an as-needed basis;
- Able to complete all work in an accurate and complete manner, and in adherence to VBCDC policies/procedures;
- Able to identify problems and recommend appropriate, feasible solutions;
- Able to comprehend and interpret complex and technical information;
- Able to take direction from supervisor and work cooperatively with VBCDC/SAC staff and supervisor;
- Able to interact appropriately with VBCDC/SAC staff and partner organizations, neighbors, contractors, supervisor, and the general public.

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. The partner must have a valid driver's license, own an automobile which can be used for travel during the work day, and carry \$300,000 of liability insurance.