



## **Property Manager**

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### **ABOUT US:**

360 Management Group, Co. is a 501(c)3, non-profit instrumentality of Elm City Communities (ECC) formed in 2018 to preserve low income and affordable housing in New Haven and its surrounding areas. In collaboration with Glendower, other affordable housing developers, and investors, 360 Management strives to create and maintain vibrant housing communities that enrich and revitalize neighborhoods through community and economic development. 360 Management currently manages multifamily developments subsidized and/or financed with state and federal affordable housing programs such as Low-Income House Tax Credits (LIHTC), Rental Demonstration Assistance (RAD), HUD Moderate Rehabilitation (Mod Rehab), HOME, Project-based and Tenant-based voucher programs.

### **MISSION:**

The organization's mission is to ensure that ECC's affordable housing communities are preserved, to create stable and safe communities, and to provide respectful and professional property management services to residents residing in our communities.

### **POSITION:**

360 Management Group is currently seeking a **Property Manager!** The Property Manager works independently to manage and resolve all site management related issues. The Property Manager should be familiar with housing management, budgeting, housing agency regulations related technology, and have a commitment to community building. The Property Manager is a full-time exempt position and works a 35-hour work week, Monday through Friday 9:00 a.m. to 5:00 p.m., which will require some travel. Evening and weekend work may be required as job duties demand.

### **ESSENTIAL FUNCTIONS:**

1. Participate in the development of annual operating budgets.
2. Monitor expense to ensure spending is within the budget.
3. Submit all requests for invoice payment by utilizing the company's procurement system.
4. Ensure the timely submission of all monthly reports.
5. Ensure occupancy, turnover, and collection rate goals by working closely with the Finance, Compliance, Waitlist, Operations and Maintenance departments and assist in the implementation of processes and remedies to meet such goals.
6. Responsible for reporting vacancy/occupancy rates; maintains occupancy above 95%.
7. Responsible for collecting rent: maintain rent collection rates of 97%.
8. Monitor delinquent tenant accounts and pursue collections in accordance with established procedures.



9. Maintain tenant files and related documentation in accordance with company policies, HUD, investors and LIHTC compliance.
10. Responsible for lease enforcement in accordance with state laws.
11. Responsible for new resident orientation.
12. Responsible for the accuracy of the rent roll and ensure all accounting is current.
13. Walks the property regularly to inspect for cleanliness and curb appeal.
14. Conduct regular apartment inspections and address any concerns with the appropriate department.
15. Monitor and ensure execution of all aspects of site safety.
16. Facilitate any necessary evictions directly with legal counsel.
17. Responsible for representing 360 Management to the public and collaboratively develop a partnership with local public officials, local businesses, and agencies.
18. Cooperate with internal and external key partners such as funding agencies, public housing authorities, supportive service providers, state agencies and tenant association members to provide the necessary level of benefits, empowerment, and support services for residents at each site.
19. Meet with Residents Service Coordinator or other social services providers as needed to establish actions plans for residents who are delinquent with rent payments and/or require other supportive service.
20. Foster a positive, active, and collaborative relationship with residents and coworkers.
21. Support the effort of the Tenant Resources Committee.
22. Responsible for managing and supervising the Assistant Property Manager including but not limited to, managing workflow, training, evaluating performance and providing feedback, resolving issues and conflict in accordance to company policy.
23. Perform special assignments as needed or as requested by the Regional Property Manager or other leadership of the organization.
24. Performs all other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Must be familiar with housing management, budgeting, housing agency regulations and if applicable, the Low-Income Housing Tax Credit Program (LIHTC), HUD, and/or Public Housing program.
- Experience in managing mental and behavioral health supportive services.
- Must possess strong organizational and management skills.
- Demonstrated ability to work as a critical member of a team that is committed to building strong communities.
- Proficient with Microsoft Office and proficiency with Elite or similar software.
- Excellent verbal and written communication skills.
- Self-motivated, flexible, and detail oriented.
- Ability to interact effectively with persons of all racial, ethnic, and educational backgrounds to include listening and sensitivity to other feelings, needs, and point of view.
- Tactful and courteous in all interactions.



**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in related field (Business Administration, Real Estate or Public Administration preferable).
- Five (5) years' experience in affordable LIHTC and Section 8 experience as a manager or assistant manager of public or private housing with responsibilities of leasing admission, maintenance management of administrative, maintenance or contract employees, or an equivalent combination of education and experience.
- Certified Property Manager preferred LIHTC (Section 42) certification required.
- Valid Connecticut driver's license.

**SALARY: \$61,200.00**

**APPLICATION AND SUBMISSION:**

Applications and resumes may be sent to 360 Management Group at [jobs@360mgmgrp.com](mailto:jobs@360mgmgrp.com) and/or mailed to 356 Orange Street, New Haven, CT 06511 attention to 360 Human Resources Department. Resumes and applications will be accepted only for open positions. For more information, please call the 203-498-8800 ext.1415. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER M/F/V.**

September 8, 2021