

Job Announcement



**PRINCETON
COMMUNITY
HOUSING**

Multi Site Property Manager

Princeton Community Housing, an established not for profit multifamily property organization, is seeking an experienced property management professional to oversee a portfolio of affordable family and senior residential rental communities and properties. The ideal candidate has a proven track record of success in affordable housing management, including excellent interpersonal, communication, organizational and leadership skills; a strong working knowledge of HUD, NJHMFA and COAH leasing administration, compliance and reporting requirements; and experience managing diverse teams. This position is highly visible and reports to the Executive Director.

Job Responsibilities:

- Oversee the administrative operation and physical maintenance of approximately 500 affordable rental apartments primarily in 4 residential communities as well as the affordable housing administrative agent program for approximately 200 units in 2 municipalities
- Support property management staff in affirmative marketing, lease up, rent collection, lease compliance, apartment turnovers, budgeting, facilities maintenance, regulatory compliance, risk control and property management software administration
- Collaborate with finance, human resource, property management, social service and maintenance staff; establish regular and effective communication. Lead scheduled staff meetings and attend scheduled management committee meetings, board meetings and other internal meetings
- Ensure that properties achieve on-target customer service, occupancy and budget performance; ensure properties are always inspection ready
- Work with colleagues and supervisors to promote staff development, including hiring, orientation, training and ongoing support, and organizational effectiveness, including cross training on critical operational tasks
- Maintain working relationships with vendors and outside stakeholders such as local government representatives and not for profit partner organizations; attend external meetings as required
- Work with site staff to create site-specific maintenance plans, safety standards, and record keeping practices in compliance with organizational directives and applicable guidelines
- Support property managers and maintenance staff in responding to emergency situations

Requirements:

- 5+ years of successful affordable housing property management experience, with responsibility for multiple locations
- Certified Professional of Occupancy certification
- Demonstrated working knowledge of HUD, COAH and NJHMFA regulations and property management software (such as Real Page OneSite, Yardi, etc.)
- Experience successfully collaborating with and managing multiple diverse teams of employees
- Bachelor level degree in related field desirable
- Bilingual in Spanish and English desirable
- Daily travel to local properties

Princeton Community Housing is an equal opportunity employer and offers a competitive compensation package.

Please submit a letter of interest and resume, including salary history, references and writing sample, via email to Edward Truscelli, Executive Director at Edward@PCHHomes.org. No phone calls please.

9/7/2020