



Property Manager

Our company is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 8,700 units throughout the United States. We are seeking candidates for the position of Property Manager for a 48-unit tax credit / Section 8 assisted apartment development in Liberty, Missouri.

COMPANY OVERVIEW

POAH Communities has specialized in the professional management of affordable multifamily housing for more than 25 years. Initially founded as Midland Property Management, Inc., POAH Communities became part of the Preservation of Affordable Housing, Inc. ("POAH") family in 2001, and currently manages over 8,700 affordable housing apartments in Connecticut, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire and Rhode Island. POAH Communities has 350 staff members and maintains offices in Kansas City, Boston and Chicago.

POAH Communities manages a wide range of apartment communities that vary in age, size, geographic location and physical configuration. The portfolio has been financed with a variety of affordable housing programs including low income housing tax credits, bonds, conventional financing and with a multitude of specialized HUD programs and secondary financing sources. Consequently, POAH Communities understands how to manage properties with complex financing and equally sophisticated compliance and reporting requirements

JOB REQUIREMENTS

Candidates will have expert knowledge of the low income housing tax credit program, HUD programs and Section 8 rental assistance. The ideal applicant will be a bright and dynamic leader with hands-on experience and the demonstrated ability to successfully manage staff and oversee day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications. This position is 'hands on', but requires the ability to envision and create, in concert with residents and staff, a harmonious, cohesive atmosphere.

Candidates must have a Bachelor's Degree and be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist.

The selected candidate should have a strong background in operations, turnaround situations, strong verbal, written and customer service communication skills and ideally Microsoft Office & Yardi software. This is a property management position reporting to the Regional Property Supervisor requiring hard

work, commitment, travel and the ability to make good things happen.

We hire people who like to work, who are smart and who study this business...and we search for people who want to make a difference each day.

We are an honest, capable and professional management company that takes care of its employees with attractive compensation, benefits and resource support including advanced technology and operating systems. You will be a part of a strong team of individuals who routinely accomplish great things.

We are an Equal Opportunity Employer.

Salaries are competitive and commensurate with experience. Benefits are included. Send along a letter introducing yourself and your resume. We appreciate your effort and promise to respond to each qualified resume submittal. Interested applicants should forward their resume and cover letter to Kim Zorumski at kzorumski@poahcommunities.com

For more information, visit us at www.poahcommunities.com.

Mission Statement

The mission of POAH Communities is to provide high quality property management and customer service to our residents. POAH Communities provides services and develops partnerships that improve the lives of our residents and communities. We are a company that develops and honors its employees and delivers long-term value to its owners and partners.