

Property Manager (Bourne, MA 02532)

POAH Communities is an exciting and highly entrepreneurial organization committed to community development and to preserving 'at risk' affordable rental housing. We are seeking a highly qualified individual to serve as a **Property Manager for our three Bourne Properties (Canal Bluffs/Clay Pond/High Meadow Townhomes)**. This individual 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.

QUALIFICATIONS/REQUIREMENTS

- Reporting to a Regional Property Supervisor, the successful candidate will thrive in a team oriented environment and should possess the following:
- Demonstrate a high level of property management expertise, analytical ability, financial acumen, real estate software knowledge (Yardi), ability to multi-task and deal with stress.
- Solid verbal, written and customer service communication skills and familiarity with Microsoft Office suite.
- Ability to manage maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications.
- Leadership skills to create the trust & influence needed to effectively manage a property and its residents.
- Strong background in operations and turnaround situations.
- Confidence in creating effective solutions for how to deal with challenges or problems.
- Certified as a Tax Credit Specialist and/or Certified Occupancy Specialist.

OTHER

Experience: 5-10 years' experience preferred.

RESPONSIBILITIES

- Execute the financial and operational objectives established by the company and ensure compliance with all federal, state and local laws is maintained.
- Ensure that systems are in place or created to maximize resident and employee safety and health, and to preserve the physical assets.
- Seek opportunities to enhance communications and to build collaborative relationships with supervisors, peers, subordinates and residents.
- Work to recruit, train, motivate and retain the highest caliber property management staff for all positions within the assigned portfolio.
- Prepare for and attend regular meetings with the property management staff to present detailed reports on portfolio status.
- Complete other tasks assigned by the Regional Property Supervisor, Senior Vice President and President.

BENEFITS AT POAH COMMUNITIES

At POAH Communities, we prioritize the well-being of our employees and their families. We're committed to offering a comprehensive range of rewards and benefits tailored to your diverse needs. Our package includes:

- An Extensive Benefits Package Including PPO Medical, Vision, and Dental Insurance
- Generous Time Off: 15 Days of PTO and 2 days of Personal Time in the First Year Plus 11 Paid Holidays
- Competitive 401(k) Matching, up to 4% of pay
- Wellness Program
- Flexible Spending Accounts for Medical, Dependent Care, Transit and Parking
- Tuition Reimbursement Program
- Employee Referral Incentive Program
- 12 Weeks of Paid Parental Leave
- Bereavement Leave
- Jury and Witness Duty Leave
- Company-Provided Life and Accidental Death & Dismemberment Insurance

Our salary structure is competitive and reflects individual experience. POAH Communities embraces equal opportunity employment and values workforce diversity. For additional details, please visit our website at www.poahcommunities.com/careers.

ABOUT US

POAH Communities is a mission-driven organization dedicated to building and improving communities. Beyond providing safe, comfortable, and affordable homes, we believe that well-managed housing can empower residents and serve as a platform for their success.

POAH Communities specializes in the professional management of affordable multifamily housing and currently manages over 13,000 affordable housing apartments in Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire, Ohio, Rhode Island, and Washington, DC. POAH Communities has over 500 employees and is part of the Preservation of Affordable Housing, Inc. ("POAH") family.