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**Portfolio Property Director**

**Maloney Properties – Voted “Best Place to Work” by our employees for 10 years!**

**Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.**

**About Us:**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we create with clients and staff. MPI has a unique culture that enables us to attract and retain the best talent and finest professionals in the industry. We are a company with a human focus, and we feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development, and training. Maloney Properties is an Equal Opportunity Employer.

**Job Description:**

The Portfolio Property Director will oversee a portfolio of scattered properties in the South End area of Boston, MA. The portfolio consists of about 660 units of affordable housing including LIHTC, Section 8, and Public Housing. The selected candidate will have full responsibility for the portfolio and its team members, ensuring that the properties are managed in the most effective, efficient, and economical manner consistent with Maloney’s policies and directives. The Portfolio Property Director will also work closely with the client/ownership group and an active resident community. The duties and responsibilities will include:

* Oversight of day-to-day operations of multiple properties within the assigned portfolio.
* Supporting and supervising the site-based staff, including Property Managers, Leasing and Compliance personnel, administrative staff, maintenance personnel, and others.
* Evaluating and monitoring team performance to ensure site-wide policies and procedures are being followed.
* Attending all management and community meetings.
* Actively engaging with the ownership to ensure goals and objectives of the community are being met.
* Regularly reviewing all property financials and ensure optimal performance for all benchmarks.

* Oversight and implementation of rent increases and marketing activities to ensure budgeted occupancy and revenue goals are met.
* Working closely with the ownership, Property Managers, and the Senior Superintendent of Maintenance to plan long term capital needs for the properties and oversee all maintenance activities to ensure they fall within budget constraints.

**Your Qualifications:**

We are looking for someone with excellent communication and team-building skills.

* Previous experience overseeing property operations at a senior level is required. Candidates should have experience with Section 8, LIHTC, and other affordable housing programs.
* The successful candidate will have robust experience with marketing, leasing, budgeting, maintenance programs, record-keeping and reporting systems, while ensuring compliance with various regulatory agencies.
* COS, C3P certification or equivalent is preferred.
* Proficiency in Word, Excel, Outlook, and PowerPoint is required. Experience with Yardi or similar property management software is required.
* A valid driver’s license and access to a vehicle are required.
* Candidates should be bilingual English/Spanish.

**Compensation & Benefits:**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

**Apply now at the link below. We can’t wait to hear from you!**

[**https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=635162**](https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=635162)