

### Who we are:

Avesta Housing is one of the largest nonprofit providers of affordable housing in Northern New England, with a current portfolio in excess of 2,000 units. Based in Portland, Maine, Avesta Housing has approximately 110 employees who diligently work to help us achieve our mission of improving lives and strengthening communities by promoting and providing quality affordable homes for people in need. This particular opening manages a portfolio of approximately 125-150 units in Exeter, New Hampshire and South Berwick, Maine and would be based at those properties, with occasional travel to Portland.

### What we're looking for:

We need a compassionate, organized Property Manager who can ensure that an assigned portfolio of properties operate efficiently, and in compliance with applicable regulations. Our ideal candidate will share our passion for our mission while exemplifying our four core values of humanity, stewardship, relationships, and quality. This position qualifies applicants and ensures the success of our residents by helping to maintain a safe, quality place for them to live. The Property Manager serves on the front-lines and really makes a difference in the lives of our residents. As the need for affordable housing grows, so does our portfolio (and our staff) – this position is a new addition to our staff as a direct result of that growth!

### Must Haves:

- *The ability to multitask* while retaining a positive, upbeat attitude.
- *A strong attention to detail* and ability to maintain organization despite juggling multiple, changing priorities.
- *A strong team player*, including flexibility and a positive reaction to change.
- *A strong but diplomatic voice* and an open mind. The ability to communicate strategically, but maintain composure when necessary.
- *A willingness to go above and beyond.*
- *Exemplify our core values* of humanity, stewardship, relationships, and quality.
- *Compassion and commitment* to helping Avesta achieve our mission.
- *Proactive approach*, the ability to exercise individual initiative, and a desire to question and challenge the status quo when appropriate.

### Key Responsibilities:

- Help ensure the success of our residents by coordinating all aspects of their tenancy (from move-in through move-out, including inspections, recertifications, potential lease violations, etc.) and ensuring a high level of resident satisfaction.
- Serve as a resource to residents, helping to resolve issues, and maintaining strong, open communication and excellent follow through.
- Coordinate and manage property financials to help ensure financial health of properties, including preparation and oversight of budgets, funds tracking, invoice approval, and rent increase recommendations.

If you would like to help Avesta further our mission with this exciting opportunity, please submit a cover letter and resume to Alexandria Chase, Human Resources Specialist, at [achase@avestahousing.org](mailto:achase@avestahousing.org).