



Senior Property Manager – West Roxbury, MA

The Community Builders, Inc. (TCB) is one of the leading nonprofit developers of mixed-income housing in the United States. Our mission is to build and sustain strong communities where people of all incomes can achieve their full potential. We realize our mission by developing, financing and operating high-quality housing and implementing neighborhood self-help initiatives to drive economic opportunity for our residents. Since 1964, we have constructed or preserved over 320 affordable and mixed-income housing developments and secured over \$2.5 billion in project financing from public and private sources. Today, we own or manage more than 10,000 apartments in 14 states and Washington, D.C. We are headquartered in Boston with regional hubs in Chicago and Washington. Due to anticipated growth and ongoing needs, we are searching for a Senior Property Manager to join our team.

Position Description:

The Senior Property Manager has full responsibility for all aspects of the management of the site on a daily basis they are based at. They provide supervision, guidance and support to neighboring smaller sites that have their own site manager or assistant site manager. S/he is responsible for ensuring that the standards and priorities of The Community Builders are met. The Senior Property Manager is responsible for keeping the Regional Manager apprised of significant issues that arise in the normal course of events, either by telephone, email or during her/his regular site visit.

Essential Functions:

- Hiring, orienting and supervising property staff
- Collaborating with site team and residents to create and maintain a thriving, successful community
- Ensuring compliance with the property's financial performance goals and managing all accounting aspects (monthly operating reports, A/P, rent collection, banking, budgeting etc.)
- Maintaining all regulatory compliance requirements
- Effectively marketing the property to ensure a positive community image
- Managing the leasing process from initial application to move-in and ensuring resident requests are dealt with in a timely and efficient manner
- Being accountable for the overall condition of the property to ensure that it is maintained and in the best condition possible

Knowledge, Skills and Abilities:

- Must be a strong multi-tasker, and have a genuine service orientation
- Should be able to understand financial reports and budgets, and be able to take action on budget variances found
- Solid communication skills needed with an ability to listen to suggestions and problems, and respond proactively
- Must be able to prioritize and focus on the issues that matter most. Formal education/training or certifications are helpful, with understanding of regulatory requirements a big plus.
- Ability to speak multi languages
- Previous background in Property Management

Education & Experience:

Successful candidates will have 5+ years leadership ability in managing a team preferably in property management. Must be COS certified, Tax credit certified and have experience with the Home Program

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Apply here! <https://home.eease.adp.com/recruit/?id=8383221>