

HALLKEEN MANAGEMENT

Job Title: Area Property Manager

Location: Douglas, Massachusetts

Hours: Full-time

Description:

HallKeen Management seeks a qualified, motivated and experienced Area Manager to assist Regional Manager in overseeing operations of conventional, Section 8, LIHTC communities located in southeast, central, and northern Massachusetts. The office will be in Douglas, Massachusetts, where the Area Manager will also serve as Property Manager.

The ideal candidate would possess strong supervisory and communication skills and would have a comprehensive background in budgeting and cash management. This person will assist each property in meeting or exceeding budget expectations along with meeting full compliance with all state and federal regulations as it relates to a variety of subsidy programs. The Area Manager is in regular contact with state monitoring agencies, owners and staff. The Area Manager will assist with training for the staff within the portfolio and reports to the Regional Manager of the portfolio.

Area Manager specific job responsibilities include but not limited to:

- Overall property performance, to include compliance and reporting and being involved in problem solving/making decisions
- Creating and delivering timely and accurate budgets and financial and operational performance reports to ownership that clearly explain operational effectiveness, trends and variances
- Managing the financial performance of the properties in accordance with the established budget
- Hiring and supervising on site staff to properly manage and maintain both the physical and operational aspects of the three properties
- Overseeing and ensuring company and affordable housing program compliance
- Inspiring the team to effectively execute rental, marketing and operational activities that achieve budgeted occupancy and resident retention goals
- Bidding contracts for site services to provide analysis and recommendations to Regional Manager
- Coaching, motivating and providing team members with opportunities to develop their skills
- Conduct Annual Performance Reviews, hiring, training, firing
- Approving time off and expenses of Property Managers
- Proactively manage the performance of all team members through reviews and constructive feedback
- Taking the leading role in ensuring the community exceeds owner expectations

- **Qualifications:**
- 5+ years of large single and /or multi-site property management of conventional, LIHTC, and Section 8 properties.
- A track record of success building, developing and retaining high-performing teams
- A history of building and maintaining strong relationships with residents, ownership groups and vendors
- Experience developing and managing budgets
- Proficiency with industry software (OneSite), apps and computer programs

If you are interested in applying or know someone to refer for the position please e-mail resume to Donna DeRose at DDeRose@HallKeen.com