

Property Manager II

Harborlight Homes is a non-profit housing developer and property management organization that provides service-enriched affordable housing throughout the North Shore. The Property Manager plays an essential role in assisting with day-to-day operations of designated residential properties. If you have strong communication skills, an eye for detail and want to contribute to creating inclusive, equitable and sustainable housing for all, this may be the role for you.

As a Property Manager you will help our team by managing daily operations of one or more residential properties. On a regular day, you will oversee sales and leasing, build positive resident relations, and respond to issues or disputes, manage property budgets ensuring collections and improvement initiatives support implementation of property maintenance plans, conduct regular property assessments, and ensure the property meets established quality standards and complies with regulations. In addition, you will collaborate with cross-functional teams for property improvements and engage in relevant housing programs to maintain knowledge of current regulations.

To thrive in this role, you have proven your ability to manage properties and support the supervision of staff as well as maintain positive resident relations. You are knowledgeable on HUD practices and LIHTC regulations. You are a true collaborator with strong analytical and problem-solving skills. You are a leader with experience in budgeting and financial reporting. You use sound judgement and have strong emotional intelligence. You value all members of our community and want to make a difference as part of our growing team.

Requirements:

- 3-5 years of experience in property management with progressive responsibilities including staff management
- Relevant professional certification in Property Management, COS preferred.
- Access to reliable transportation and a valid driver's license

Salary Range:

\$55,000 - \$65,000 annually

Harborlight Homes values each member of our team and ensures a competitive salary and benefits package including 100% employer-paid individual health, dental, and life insurance, employer-contributions to retirement, and generous paid time off, and more.

As an organization we are committed to providing education on the history of housing and the ways it has been used as a vessel to disproportionately affect wealth, employment, and other health outcomes for low-income, communities of color. We believe this education must be centered on the work we do. Hence, we strongly encourage applicants of all backgrounds, experiences, and beliefs to join our cause.