

## **BROOKLINE HOUSING AUTHORITY PROPERTY MANAGER**

The Brookline Housing Authority (BHA) is a high-performing, mid-sized Public Housing Authority that seeks a Property Manager to join a six-person, highly collaborative property management team, which oversees a total portfolio of more than 900 units.

### **Job Duties Include:**

- Coordination of unit turnover.
- Coordination of annual and interim recertifications and tax credit certifications.
- Unit, building, and grounds inspections. Coordination of scheduled maintenance work. Lease enforcement, including legal action.
- Monitors rent roll and budget to optimize financial performance.
- Meets with resident groups.
- Resident social services coordination and referral.

### **Qualifications:**

- Experience in property management.
- Capacity to maintain strong, positive working relationships with BHA colleagues, residents, and partner organizations.
- Knowledge of Massachusetts tenant/landlord regulations as well as HUD, DHCD, and LIHTC regulations.
- Strong organizational, written and verbal communication, and networking skills.
- Bachelor's Degree in Business Administration, Public Administration, or related field and a minimum of four (4) years of experience in property management, with experience in affordable housing, LIHTC preferred. An equivalent combination of education and experience may be considered.

### **Selection Process, etc.**

Please submit a cover letter detailing your qualifications along with a resume to:

[shalpert@brooklinehousing.org](mailto:shalpert@brooklinehousing.org). No phone calls or letters. **Deadline: Friday, March 19, 2021, 4:00 PM.** Full job description at [www.brooklinehousing.org](http://www.brooklinehousing.org).

The BHA offers a competitive salary and strong benefits package, including state GIC health insurance and a defined-benefit pension. This is a union position.

***The BHA is an equal opportunity/affirmative action, Section 3 employer. Females, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.***