



Job Description: Senior Property Manager

The Somerville Community Corporation (SCC) is seeking an experienced Senior Property Manager to lead the operations of our “100 Homes” scattered-site portfolio. This portfolio consists of 117 affordable residential units in 21 different properties across the city of Somerville and is expected to expand in the coming years. The “100 Homes” program, a collaboration with the City of Somerville, is a relatively new affordable housing program, and as such this is an opportunity for an enterprising and accomplished professional to grow the property management department and capabilities of the organization. The Somerville Community Corporation is a fast-paced, dynamic environment, and the Senior Property Manager will work closely and collaboratively with the Director of Housing, Finance Manager, and Chief Executive Office. This is a crucial role for the organization and candidates are expected to possess significant experience in all facets of property management and supervising additional staff.

Core Responsibilities:

- Oversee the management of 117 affordable units in 21 different properties throughout the city of Somerville while progressively improving and expanding the management capabilities of the organization. Lead strategic planning and department development efforts.
- Manage the maintenance team to ensure the efficient and effective upkeep of all properties. This includes routine work orders, emergency repairs, landscaping/snow removal, security, and long-term capital improvements within budgetary projections. Manage third-party contractors and vendors on larger renovation or administrative projects.
- Coordinate with the Director of Housing to produce annual property budgets and report on progress monthly. Consistently meet financial and occupancy goals across portfolio. Coordinate with Finance Manager to manage accounts payable and meet cash flow projections.
- Onboard newly acquired properties and any existing tenants into 100 Homes portfolio.
- Respond to tenant inquiries, requests, and other communication and resolve potential disputes as necessary.
- Collect, deposit, and post tenant rent payments and administer follow-up functions as necessary, including reminders, late notices, and terminations. Coordinate subsidy payments and compliance with relevant local Housing Authorities
- Prepare annual income certifications with all residents and coordinate final approval with appropriate compliance officers at the City of Somerville and third-party monitoring agencies.
- Hire, train, supervise, and support assistant property management staff and ensure diligent execution of responsibilities.
- Build and maintain productive relationships with residents, vendors, contractors, lenders, City staff, and other partners.

Necessary Qualifications:

- High School diploma or GED

- 5+ years property management experience
- 3+ years supervisory/managerial experience with demonstrated results leading team members
- Self-starter who is motivated by challenges and the opportunity to improve existing functions/procedures and develop new ones
- Ability to think strategically while also paying close attention to detail
- Superb verbal and written communication skills
- Consistent ability to communicate with residents, team members, contractors/vendors, City staff, and other partners, maintaining strong relationships with each
- Relevant certifications, such as NAHP, CPL, SHCM, CAM, C3P
- Experience with Microsoft Office Suite and property management software (Yardi preferred)
- Knowledge of landlord/tenant laws, compliance requirements, and affordable housing regulations generally, including for LIHTC properties and HUD programs
- Spanish language proficiency
- Access to reliable transportation

Compensation/Benefits:

Salary is competitive and commensurate with experience. SCC provides a competitive benefits package including paid time off, medical, dental, vision, and life insurance, and a 401k plan. SCC staff members are expected to work 37.5 hours/week plus daily 30 min lunch breaks. Some evening or weekend work should be expected and SCC has a comp time policy to provide flexibility for this occasional need.

To Apply:

Interested applicants should submit a resume and cover letter to Sam LaTronica at slatronica@somervillecdc.org no later than 5:00pm on Friday, August 6th.