



## Vacancy Announcement

***Are you an experienced property manager with a passion for affordable housing and community impact? Join Harborlight Homes and help create stable, inclusive homes for individuals and families across the North Shore.***

Harborlight Homes, is a non-profit community development and property management organization providing service-enriched affordable housing throughout the North Shore. We are seeking a detail-oriented, people-focused Property Manager to support our residents in a fast-paced and team-oriented environment.

The Property Manager plays a critical role in maintaining positive tenant relations and compliance, and ensuring opportunities for affordable, inclusive, equitable and sustainable housing to those in need. On a regular day, you will support the daily operations of affordable residential properties—ensuring compliance with HUD and LIHTC regulations, managing re-certifications, collecting and reviewing detailed documentation, and supporting residents to thrive. You'll also maintain strong, respectful relationships with a diverse population of residents including vulnerable individuals and families who rely on stable, affordable housing.

The ideal candidate will bring strong organizational skills and can synthesize a large volume of information while maintaining records and meeting critical deadlines. You're comfortable making informed decisions independently and know when to take initiative and when to escalate an issue. Your follow-through is consistent, reliable, and thoughtful. You are comfortable working in an environment where priorities may shift and your day rarely looks the same. You remain composed and solution-oriented when unexpected challenges arise.

We are looking for someone who brings a solid understanding of affordable housing regulations, and a commitment to equity and inclusion. Success in this role will be supported by your ability to meet people where they are, adjust your communication style to diverse needs, and maintain empathy while also holding clear, consistent expectations. You approach your work with care, intention, and a genuine desire to make a positive impact in residents' lives. Your internal drive pushes you to not just complete tasks, but to ensure they are done thoroughly, efficiently and with care for those impacted.

This is an excellent opportunity to grow within a supportive team while making a meaningful impact in the community. This position is full-time on site located in Beverly. The anticipated salary for this role is \$60,000-\$70,000. To apply for this position please submit an application on our [careers website](https://harborlighthomes.org/about/careers) at [harborlighthomes.org/about/careers](https://harborlighthomes.org/about/careers)

### ***Qualifications:***

- Bachelor's degree in business, real estate, or a related field—or equivalent relevant experience
- 2–4 years of property management experience, preferably in a low-income housing environment
- Certified Occupancy Specialist (COS) preferred, but not required
- Proficient in standard computer applications and housing-related databases
- Strong record-keeping, communication, and time-management skills

Harborlight Homes is an equal opportunity employer. We strongly encourage applications from people of color, individuals with disabilities, LGBTQ+ individuals, and those with lived experience in affordable housing or related systems.