



community development partnership

Assistant Director of Property Management Sought

Description of Employer

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work, and thrive here. To accomplish our mission, we promote, develop, and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they are based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$4 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of twenty-three professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Job Opening: Assistant Director of Property Management

Status: Full-time Exempt Position (37.5 hours/week)

Time Frame: Review begins April 22, 2022, position open until filled

DESCRIPTION

The Assistant Director of Property Management reports to the CDP's Director of Property Management and is responsible for the day-to-day management of the CDP's existing portfolio of 100 affordable and community rental homes located in sixteen sites. The Assistant Director of Property Management will

work out of our office in Eastham and may have an opportunity to work remotely up to 3 days per week after the completion of a 4-month introductory period.

Our Ideal Candidate

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic, who has experience in the non-profit sector. We seek an energetic, collaborative, and dependable team player, who is passionate about the work, and enjoys coming up with innovative ideas as well as overseeing existing initiatives. Successful applicants can perform in a highly regulated environment and will have outstanding attention to detail and the ability to manage multiple priorities.

Specific duties will include but not necessarily be limited to:

- Supports the Director of Property Management and the Chief Property Management Officer (CPMO) in achieving a high level of property management and asset management of the CDP's portfolio of affordable rental properties and properties managed by the CDP for other entities
- Complies with systems and procedures to ensure the success of the portfolio, to maximize resident/employee safety & health and to preserve the physical assets
- Supports the Property Management Department in the preparation of annual budgets and in the monitoring of income and expenditures to keep in compliance with established budget
- Supports CPMO in assessing capital needs and planning
- Ensures compliance with
 - requirements for federal and state housing programs such as Low Income Housing Tax Credits LIHTC (Low Income Housing Tax Credit), Mass Housing, HOME, and Mass Housing Partnership;
 - HUD Section 8 Project and Tenant Based programs;
 - Rural Development 515 and Rental Assistance programs
 - Fair Housing, OSHA, and other applicable codes and regulations
- Completes monthly, quarterly, and annual reports, as required by owners and subsidizing agencies
- Maintains professional and positive relationships with agencies and public officials
- Supervises the Property Management Administrator
- Provides day-to-day supervision of Maintenance Tech staff and establishes grounds and maintenance schedules
- Acts as backup to Maintenance Tech for on call emergency calls
- Solicits bids, hires, and oversees outside contractors
- Collects and reviews timesheets of direct reports and submits time sheets to CPMO
- Issues purchase & check requests as required for review and approval of the CPMO
- Markets and leases property according to CDP policies and applicable state and federal laws
- Develops marketing program; monitors trends in the market and determines frequency and advertising needs; prepares advertising copy for newspapers and other media; maintains advertising log
- Monitors, updates and maintains an accurate waitlist for all units in accordance with governing regulations
- Maintain resident files and perform annual resident re-certifications in a timely manner
- Resolves resident problems, conflicts, and lease violations and documents these activities

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- Monitors rent collections; implements follow through with delinquent account procedures, including evictions and bad debt write-offs
- Coordinates and monitors apartment make-ready procedures
- Ensures that each property is maintained in a clean, safe, and attractive manner at all times
- Reports all accidents and emergency situations to the CPMO & CEO
- Maintains current industry certifications, as required
- Assesses staff development and training requirements making recommendations to the CPMO & CEO
- Conducts periodic and consistent inspections of the property
- Other duties as required

Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experience** listed below

Skills & Experience:

- A passion for the CDP's mission along with a minimum of 3 years of experience in property management of affordable housing
- Strong proficiency in use of technology/computers including Microsoft Office (Word, Excel, and Outlook), Zoom, as well as other property management, maintenance scheduling and financial reporting software. Oracle NetSuite, QuickBooks, and/or Yardi a plus.
- Knowledge of HUD and USDA RD regulations, forms, inspection criteria and processes and the low-income housing tax credit program
- The ability to work periodic flexible hours and attend evening meetings is required. Ability to travel by automobile is required
- Ability to understand financial statements and accounting as it relates to apartment operations. Bookkeeping skills a plus.
- B.A. or B.S. preferred

Compensation: Salary range is \$65,000 to \$72,000 annually. The CDP provides a generous package of benefits including a 37.5-hour work week, health, dental & vision insurance, flexible spending account, vacation and sick time, and retirement benefits.

To Apply: Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Rob Doane at Rob@capecdp.org. References may be requested. Review begins April 22nd, position open until filled.

The CDP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.