



community development partnership

Job Opportunity Property Management Coordinator

The Organization

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're 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 Orleans, MA, the CDP has an annual budget of \$4.5 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen 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: Property Management Coordinator

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

Time Frame: Review begins April 9, 2024, position open until filled

DESCRIPTION

The Property Management Coordinator provides support to the Chief Property Management Officer in the day-to-day management of CDP's affordable rental homes. The Property Management Coordinator supports the Property Management staff to ensure that all phases of CDP's rental properties operate smoothly and efficiently. The Property Management Coordinator reports to the Chief Property

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Management Officer and is committed to help make the CDP the leading multifamily property management company on the Lower Cape.

The Property Management Coordinator will work from the CDP's office located at 260 Cranberry Hwy, Unit 1, Orleans, Massachusetts and there is an opportunity to work remotely up to 3 days per week. This is a Full-Time Exempt Position (37.5 hours/week).

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 new ideas as well as overseeing existing initiatives. In addition, she/he should be creative, flexible, able to think outside the box, and able to transition creative solutions into a reality.

Specific duties will include but not necessarily be limited to:

- Support 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
- Answering phones to address inquiries regarding housing
- Maintain office services and efficiency by
 - Implementing general office operations and procedures
 - Maintaining resident files and filing systems
 - Performing clerical functions
- Support the maintenance of properties by:
 - Responding to maintenance requests of residents
 - Maintain the work order system in Field Promax
 - Coordinate outside vendors for repairs as needed
 - Keep up to date on outstanding work orders
 - Order parts as requested by maintenance staff
- Support the application for housing process by:
 - Responding to requests for applications for housing
 - File pre application and enter applicant on desired waitlist
 - Review pre application and request verifications & releases from applicant
 - Collecting confidential data required to certify applicants for housing
 - Processing and organizing verifications for the CPMO review and approval
 - Maintaining wait lists for housing in accordance with Marketing Plans
- Assist & supports the CPMO with gathering & preparing compliance reporting
- Assist in Compliance reporting
- Prepares accounts payable requests
- Assists & support CPMO in marketing units
- Updates & maintains resident list, vendor list & utility list
- Other duties as required

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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 experiences** listed below

Required

- A passion for the CDP's mission
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Outstanding organization skills
- Excellent communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing and work order software such as FieldPro

Compensation: Salary range is \$57,500 to \$62,500 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

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.

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 Cindi Maule, cindi@capecdp.org. References may be requested. Position open until filled.