



community development partnership

Job Description **Property Management Manager**

Reports to: Chief Property Management Officer
Status: Full-time Exempt Position (37.5 hours/week)

General Responsibilities

The Property Management Manager provides support to the Chief Property Management Officer in the day-to-day management of CDP's affordable rental homes. The Property Management Manager supports the Property Management staff to ensure that all phases of CDP's rental properties operate smoothly and efficiently. The Property Management Manager reports to the Chief Property Management Officer and is committed to help make the CDP the leading multifamily property management company on the Lower and Outer Cape.

Job duties:

- Supports 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
- Answers phones to address inquiries regarding housing
- Maintains Property Management office services and efficiency by
 - Implementing general office operations and procedures
 - Maintaining resident files and filing systems
 - Performing clerical functions
- Supports 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
 - Ordering and monitoring Property Management supplies
- Supports 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 to review and approval
 - Maintaining wait lists for housing in accordance with Marketing Plans
- Prepares accounts payable requests
- Assists & support CPMO in marketing units
- Updates & maintains resident list, vendor list & utility list
- Other duties as required

- 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.
- **The Selection Process**
To apply, **please submit a cover letter describing your previous professional experience in detail and illustrate how those experiences have prepared you for this position. The cover letter must be followed by a resume, combined into a single PDF.** Applications should be submitted to Cindi Maule, Chief Property Management Officer, Community Development Partnership, cindi@capecdp.org. No phone calls or letters, please. Applications will be reviewed and acknowledged on a rolling basis.