



## community development partnership

### Position Announcement

#### Property Management Administrator

##### Description of Employer

The Community Development Partnership nurtures a vibrant Lower Cape region by promoting environmental and economic sustainability, expanding opportunities for low- and moderate-income residents, and preserving our unique cultural and historic character.

At the Community Development Partnership, we create opportunities for people to live, work and thrive on the Lower Cape. We do this by providing safe, stable affordable places to live through the preservation of existing homes and the creation of new affordable rental opportunities. We also support and strengthen local small businesses as they start-up and grow through micro-financing, education and individualized assistance. And, we protect the natural environment of this place so many of us love by increasing energy efficiency and opportunities for generating local renewable energy.

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.

**Job Opening:** Property Management Administrator

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

**Time Frame:** Review begins August 9, 2021, position open until filled

##### DESCRIPTION

The Property Management Administrator provides support to the Director of Property Management and the Chief Property Management Officer in the day-to-day management of CDP's affordable rental homes. The Property Management Administrator supports the Property Management staff to ensure that all phases of CDP's rental properties operate smoothly and efficiently. The Property Management Administrator reports to the Director of Property Management and is committed to help make the CDP the leading multifamily property management company on the Lower Cape. The Property Management Administrator will work full-time (37.5 hrs./week) out of the CDP's office in Eastham and report to the Director of Property Management. There is an opportunity to work remotely up to 3 days per week.

##### Our Ideal Candidate

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic. 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. The ability to effectively meet and deal with the public, communicate effectively verbally and in writing; and the ability to handle multiple, potentially stressful situations is important for this position.



**Key Tasks:**

- Provide administrative and clerical support to the Property Management team

**Specific duties will include but not necessarily be limited to:**

- Supports the Chief Property Management Officer (CPMO) and the Director of Property Management (DPM) 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 office services and efficiency by
  - Implementing general office operations and procedures
  - Maintaining resident files and filing systems
  - Performing clerical functions
  - Ordering and monitoring office 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 Director(s) review and approval
  - Maintaining wait lists for housing in accordance with Marketing Plans
- Assists the Director with marketing of vacant units
- Assists & supports the Director with gathering & preparing compliance reporting
- Generates monthly rent roll
- Generates monthly arrearage report for Director and generates appropriate correspondence
- Assist in Compliance reporting
- Prepares accounts payable requests
- Assists & support Director in marketing units
- Track & process security deposit interest payments
- Updates & maintains resident list, vendor list & utility list
- Handles maintenance request and generates work orders
- Other duties as required

**Skills and Experience**

**Required**

- Minimum of 2 years of experience in providing administrative support
- Strong organizational skills, self-direction and the ability to manage multiple priorities with a high level of accuracy are a must
- Excellent verbal and written communication skills are required
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook), Adobe Acrobat and Constant Contact
- Ability to work both as part of a team and independently with limited supervision
- Bachelor's Degree required
- Willingness to take on other tasks as required
- Positive, collaborative attitude

- Ability to work periodic flexible hours and to travel by automobile are required

**Desired**

- Knowledge of housing and community development issues on Cape Cod
- Minimum of 2 years of experience in providing administrative support in affordable housing management

**Compensation:** Salary range is \$50,000 to \$55,000 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:** Send resume and cover letter summarizing your professional experience as it relates to the job description to Rob Doane, [rob@capecdp.org](mailto:rob@capecdp.org) (please attach Word or pdf documents.) References may be requested. Review begins August 9, 2021, position open until filled.