



community development partnership

Director of Property Management Sought

The Community Development Partnership (CDP) seeks a Director of Property Management to support the expansion of our management of affordable rental homes on the Lower Cape.

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.

The Organization

At the Community Development Partnership, we create opportunities for people to live, work and thrive on the Lower Cape (Harwich, Chatham, Brewster, Orleans, Eastham, Wellfleet, Truro & Provincetown). 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 Eastham, MA, the CDP has an annual budget of \$3.9 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: Director of Property Management

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

Time Frame: Review begins November 22, 2019, position open until filled

DESCRIPTION

The Director of Property Management will support the CDP's Chief Property Management Officer in the management of the CDP's existing portfolio of 100 affordable and community rental homes located in sixteen sites and in the expansion of the Department to manage 100 to 150 additional units.

The Director of Property Management will work out of our office in Eastham, and report to the Chief Property Management Officer. S/he will work closely with the current Director of Property Management to manage the onboarding of a new client's portfolio of 80+ units.

Our Ideal Candidate

Our ideal candidate will be an entrepreneurial professional with ambition and strong leadership skills. We seek a collaborative and dependable team player, who is passionate about the work, enjoys overseeing existing programs, coming up with new ideas and is skilled in managing in a highly regulated environment.

Specific duties will include but not necessarily be limited to:

- 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
- 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 CPMO in the preparation of annual budgets and in the monitoring of income and expenditures to keep in compliance with established budgets
- Supports CPMO in assessing capital needs and preventive maintenance planning
- Ensures compliance with
 - requirements for federal and state housing programs such as Low Income Housing Tax Credits (LIHTC), HOME, and MA Department of Housing and Community Development (DHCD) Subsidy Programs;
 - Mass Housing Partnership Permanent Rental Housing Financing, MassHousing;
 - 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, investors, and subsidizing agencies
- Facilitate annual audit process and income tax preparations with CPAs for individual properties
- 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 in accordance with approved Affirmative Fair Housing Marketing Plans for individual properties, CDP policies and applicable state and federal laws;
- manage / monitor / maintain established Wait Lists for applicants for rental housing at individual properties
- 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
- Maintain resident files and perform annual resident re-certifications in a timely manner
- Resolves resident problems, conflicts, and lease violations and documents these activities
- 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 property is maintained in a clean, safe, and attractive manner at all times
- Reports any and 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 including inspections by subsidizing agencies, lenders and investors
- 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 experiences** listed below.

- A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.
- Minimum of 3 years of experience in property management of affordable housing including Low Income Housing Tax Credit (LIHTC) properties
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- 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 proficiency a plus.
- Experience with HUD, LIHTC and USDA RD compliance regulations, forms, inspection criteria and processes
- 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 multi-family rental housing operations
- B.A. or B.S. preferred

Compensation: Salary range is \$65,000 to \$75,000 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: 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, CPMO, Community Development Partnership, rob@capecdp.org. No phone calls please. References may be requested. Applications will be reviewed and acknowledged on a rolling basis. We seek to fill this position as soon as possible.