



LIHTC Property Manager Job Description

Job Overview

We are seeking a dedicated and experienced LIHTC Property Manager to oversee the daily operations of our Single Room Occupancy (SRO) LIHTC Property and scattered sites in Greenfield. Under the direction of the Director of Leased Housing, the LIHTC Property Manager is responsible for overall resident management duties at housing properties owned and/or managed by GHA. The Property Manager is responsible for implementing management procedures, policies and regulations. The Property Manager works closely with the Director of Leased Housing, tenants, service providers and local officials including law enforcement and public health agencies, as well as maintenance staff assigned to the properties.

The ideal candidate will possess strong organizational skills, a keen eye for detail, and the ability to effectively communicate with tenants, vendors, and team members. This role requires a proactive approach to property management, ensuring that all aspects of property maintenance, tenant relations, and administrative functions are handled efficiently.

Essential Functions

- Manage all aspects of property operations including leasing, tenant relations, and maintenance.
- Coordinate property maintenance activities and ensure timely resolution of issues.
- Utilize property management software such as HAB, Inc. for tracking leases, tenant information, and maintenance requests.
- Maintain accurate records related to property management activities, including financial reports and tenant communications.
- Ensure compliance with local, state, and federal regulations including LIHTC guidelines where applicable.
- Maintain accurate and up-to-date tenant files for properties managed, including but not limited to initiating and completing the annual recertification process and inspections.
- Work with Maintenance Supervisor to conduct regular inspections of properties to identify maintenance needs and ensure adherence to safety standards.
- Foster positive relationships with tenants through effective communication and prompt resolution of concerns.
- Initiate and pursue damage claims and evictions. Work with attorneys and represent GHA in Housing Court as required.





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- Monitors tenant waiting lists for property managed by GHA and owned by the Greenfield Housing Associates, Inc. (GHAI).
 - Work closely with Resident Services team, local agencies and service providers, to ensure that we are providing family strengthening and support services to individuals and families as required.
 - Promote safety, well-being and a healthy interdependence within the community.

Education, Training and Experience

- Proven experience in property management or a related field is essential.
- Familiarity with property management software (HAB, Inc.) is preferred.
- Certification in Low Income Housing Tax Credit program by the Spectrum Companies (can be completed at GHA's cost within twelve months of hire).
- Strong administrative skills with the ability to manage multiple tasks simultaneously.
- Experience with property maintenance protocols and oversight of capital projects/major rehabs is a plus.
- Excellent interpersonal skills with the ability to build rapport with tenants and vendors alike.
- Strong problem-solving skills and attention to detail are crucial for success in this role.
- Bi-Lingual abilities (Spanish/English) a plus.

If you are passionate about property management and possess the necessary skills to excel in this role, we encourage you to apply.

Pay: \$50,000.00 - \$58,500.00 per year

How to Apply: Please submit interest/resume to Jodi Clough at jodi@greenfieldhousing.org by October 1, 2024.

