



PROPERTY MANAGER

Join our team! NCDF is seeking a full-time, experienced Property Manager to oversee the day-to-day operations and management of three multi-family properties in its portfolio, a total of 129 units.

The ideal candidate will have a minimum of 3 years' experience as a Property Manager with working knowledge of Section 8, Low-Income Housing Tax Credit (LIHTC), and Massachusetts Workforce Housing programs; excellent verbal and written communication skills; ability to travel between properties and to other locations as required; proficient in Microsoft Office. The Property Manager is supervised by the Director of Property Management and supported by a part-time Assistant Property Manager. Essential duties include, but are not limited to:

- Marketing
- Leasing
- Budgeting
- Rent collection
- Approval and coding of invoices
- Resident relations and retention
- Apartment inspections
- Vendor management
- Compliance with regulations including Fair Housing
- Income certifications
- Experience with Real Page One Site Property Management Software preferable

Newton Community Development Foundation is a private, nonprofit organization specializing in the development and management of affordable and mixed-income housing communities. NCDF offers a competitive salary and an excellent benefits package including a company match 403(b) retirement plan, health and dental insurance, Flexible Spending Account, company paid life insurance and short/long-term disability benefits, generous paid time off. Salary commensurate with experience, up to \$90K.

NCDF is an Equal Opportunity Employer and supports a collaborative and inclusive working environment. Interested candidates are asked to forward a letter of interest, including salary requirements and current resume to info@ncdfinc.org