

NEWTON COMMUNITY DEVELOPMENT FOUNDATION, INC.
PROPERTY MANAGER
JOB DESCRIPTION

The Property Manager for Newton Community Development Foundation, Inc. (NCDF) will oversee the day-to-day operations for **Warren House** (59 multi-family units) as well as two smaller properties totaling another 10 units. All three properties are located in West Newton. This position requires the ability to multi-task, exercise good judgement, and excellent verbal/written communication skills.

The Property Manager will work on-site 37.5 hours per week and will be supervised by the Director of Property Management.

The following is a job description for the Property Manager with responsibilities including, but not limited to:

ADMINISTRATIVE

- Enforce terms of occupancy agreements
- Assist with budget preparation and manage annual budget
- Process rent increases
- Build and maintain positive working relations by providing outstanding service
- Participate in staff meetings and trainings as well as various NCDF Committees
- Attend a minimum of one Fair Housing training annually and ensure overall compliance with Fair Housing regulations
- Complete special projects as assigned by Director of Property Management.
- Collect and deposit rents; review rent reports and complete month end close
- Enforce rent collection policy, provide Director of Property Management with a monthly delinquency report
- Process rental applications
- Maintain updated waitlists and facilitate a lottery as needed to grow the waitlists
- Preparation of move-in/out paperwork
- Ensure compliance with relevant laws and regulations
- Review and approve property invoices for payment
- Maintain resident and maintenance files
- Conduct annual income recertifications for households participating in the Low Income Housing Tax Credit (LIHTC) and other subsidy programs to ensure compliance
- Prepare and participate in annual MassHousing Asset Management Reviews

MARKETING

- Implement marketing initiatives to achieve occupancy goals
- Solicit referrals from existing tenants
- Promote and show apartments to prospective tenants
- Process rental applications and follow up with applicants
- Interview, qualify and house tenants in accordance with the Tenant Selection Plan

OTHER

- In collaboration with the NCDF Facilities Manager, meet with maintenance staff to ensure timely completion of work orders, routine preventive maintenance, and capital improvements
- Actively participate in team sessions and discussions with the NCDF Property Management team.
- Ensure overall compliance with Fair Housing regulations
- Conduct annual apartment inspections
- Collaborate with Facilities Manager and all applicable maintenance staff to prepare for and participate in inspections with regulatory agencies
- Participate in performance reviews for Maintenance Superintendents and Live-In Property Caretakers

REQUIRED SKILLS, KNOWLEDGE, ABILITIES

- Proficient with Microsoft Office suite and familiarity with databases
- Experience with RealPage or similar property management software program
- Ability to travel between properties and to other locations as required

EOE

11/25/2024