

## **Property Manager**

### **Full Time Position**

#### Description

**Who We Are:** McCormack Baron Management, Inc. recognizes that successful management of any community requires a management strategy that acknowledges the unique challenges facing the neighborhood and its residents. Our staff understands the complexities of managing mixed-income housing, possesses the technical expertise to handle multi-layered compliance issues, and offers the personal touch needed to work with residents of diverse backgrounds. We manage our developments to market rate standards, and work with residents and the larger community to address the non-housing needs and issues that exist in the community. Finally, we are committed to affirmative action and to performing equal opportunity outreach to ensure that people from all walks of life have the opportunity to live in our communities.

**Our Vision:** We work for a future when all people live in sustainable, opportunity-rich communities.

#### **Responsibilities:**

- Management of day-to-day operations of an assigned property, including resident relations, site staff supervision, and daily activities.
- Oversight of all resources of the property to achieve established budgeted financial and operational goals, including financials, budgets, and collections.
- Operate the property in accordance with the MBM policies and procedures manual and the management plan for the property.
- Responsible for building and maintaining a positive relationship with the residents, community, and city agencies.
- Processing of HUD certifications and interview residents for eligibility.
- Timely processing of all paperwork.
- Communicate verbally and in writing to all Site staff regarding daily operations.
- Attend inspections conducted by owners and/or agency personnel.
- Review and analyze monthly financial reports and note variances.
- Hire, lead, direct, evaluate, and manage subordinate and team members.
- Meets and correspond with local, state, and federal representatives, residents, and vendors as required.

#### **Qualifications:**

- Bachelor's degree preferred and/or a minimum of two (2) years' experience in property management.
- Customer service experience in hospitality or customer facing industry required.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) required.
- Ability to read and interpret a variety of manuals and documents.
- Highly organized with a strong attention to detail is required.
- Knowledge of state and federal regulations.
- Tax-credit experience and strong operations background is preferred.
- Strong communication skills to interact in a positive manner with the residents and community.

McCormack Baron is an equal employment opportunity employer. McCormack Baron is committed to diversity, equity, and inclusion throughout its business.