

## **Vice President Property Management**

REPORTS TO: President, Member of Executive Committee

### **POSITION DESCRIPTION:**

Lead property management position for the Company. Responsible for overall management of all Company owned and managed residential and commercial properties. Position includes supervision and management of all property management employees including site personnel, property managers and maintenance personnel. Position includes representation for the Company and management of ongoing relations with housing regulatory agencies.

### **POSITION GOALS:**

The position requires leadership and is intended to provide key elements to help the Company in achieving success and growth. Key general goals for the position are as follows:

- Lead and manage a strong property management department.
- Establish a professionally trained and effective property management staff.
- Maintain positive relationships with regulatory agencies that enhance the Company reputation.
- Effectively manage properties to achieve maximum occupancy potential for their owners.
- Maintain in coordination with the Controller an effective contract and agency administration of HAP subsidy and other regulatory contracts and compliance requirements.
- Manage the long term financial performance of property assets to benefit the Company and the owners.
- Manage Capital improvement budgets and capital reserve to maintain property assets effectively.
- Identify asset needs and oversee the improvement process with periodic coordination with the Vice President of Development and other management leaders.
- Enhance customer service through quality tenant relationships and owner satisfaction.
- Identify growth opportunities and lead department to achieve broader Company goals.

### **POSITION QUALIFICATIONS:**

The position requires a four year bachelor degree, real estate coursework and a minimum of fifteen years of related experience in property management. Regulatory agency experience and management of affordable housing is also required. The position requires appropriate MN licensure for property management. A broker license and real estate certifications a plus.

**Qualified Candidates can email their resume to [jerry@nrer.org](mailto:jerry@nrer.org)**