



REGIONAL PROPERTY MANAGER JOB ANNOUNCEMENT

Affordable Housing Developers is currently seeking a **Full-Time Property Manager** to join our team. The ideal candidate will be detail oriented, organized and committed to supporting our mission of developing and managing affordable housing for low-income individuals and families throughout North Dakota.

Position Details:

Job Title: Property Manager

Location: Dickinson, ND and Minot, ND

Schedule: Monday through Friday 8:00am-4:30pm

Reports To: Executive Director

Key Responsibilities:

- Manage day-to-day operations of multiple affordable housing properties, ensuring consistency across all properties.
- Ensure adherence to all federal housing program requirements, including leasing, recertifications and file audits.
- Assist in development of property budgets, control expenses, and collect rents.
- Lead and facilitate maintenance staff as for unit turns as well as other maintenance needs.
- Address tenant concerns, promote retention, and coordinate with resident service providers for supportive services.
- Ensure timely maintenance, manage capital improvements, and uphold safety and housing quality standards.

Minimum Qualifications:

- High school diploma and a minimum of 2-years experience in property management, or leasing
- Knowledge of Rural Development and HUD compliance regulations preferred

- A demonstrated ability to effectively communicate professionally in both written and oral formats
- Attention to detail and ability to work independently with minimal supervision
- Strong organizational and time management skills
- Ability to work effectively with a team while contributing to a shared mission
- Working knowledge of standard office equipment
- Proficiency in Microsoft Office including Word, Excel, PowerPoint and Outlook
- Must adhere to state and federal regulatory requirements
- Required to sit for long periods of time at a computer
- Must possess a valid driver's license and insurable driving record
- Own a vehicle suitable to meet job requirements
- Frequent travel within the State of North Dakota is required
- Must pass pre-employment criminal background check and reference checks

Why Join Us?

At Affordable Housing Developers, we are dedicated to making a difference in the lives of low-income individuals and families in North Dakota. By joining our team, you will play a critical role in helping to create and manage housing solutions that make a lasting impact.

We offer a flexible work environment, \$700 per month health care stipend, employer paid dental, vision, disability and life insurance, 13 paid holidays, 2 personal holidays, sick and vacation leave time, and retirement benefits.

How to Apply:

Interested candidates should send their resume and a cover letter to:

**Affordable Housing Developers, Inc.
PO Box 1326
Dickinson, ND 58602-1326
admin@ahdi-nd.org**

Please include a brief summary of your qualifications and why you are passionate about supporting affordable housing initiatives.

Equal Opportunity Employer: Affordable Housing Developers does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.