



**AFFORDABLE
HOUSING
DEVELOPERS**

JOB ANNOUNCEMENT AFFORDABLE HOUSING DEVELOPERS REGIONAL PROPERTY MANAGER

Affordable Housing Developers (AHD), a non-profit organization dedicated to the development, preservation and management of decent, safe and affordable housing for lower income households in North Dakota, is currently seeking applications for a Regional Property Manager.

Summary of Work:

The position is full-time and entails the oversight and management of the multi-family housing project portfolio for AHD. The Regional Manager will oversee all on-site property managers to ensure the properties in our portfolio are being upkept, maintained and performing satisfactorily within the guidelines and requirements of State and Federal regulations. Some travel within the state is required.

The Regional Manager is responsible for establishing and growing the property management division within Affordable Housing Developers. This includes setting up and maintaining tenant files and appropriate forms, hiring and terminating on-site property managers and establishing contacts in project communities. Additionally, the Regional Manager will be responsible for the marketing and leasing of approximately 80 units of affordable housing in 5 communities, processing initial and annual certifications, establishing property service contracts, preparing compliance reports and assuring property compliance with various programs, maintaining property waiting lists, inventory records, budgets and maintenance records, conducting regular property site visits and other duties as assigned.

Minimum Qualifications:

- Requires a high school diploma and a minimum of 2-years experience in property management, compliance, leasing or tenant relations
- Knowledge of USDA Rural Development and HUD compliance regulations preferred
- A demonstrated ability to effectively communicate professionally in both written and oral formats
- Excellent customer service skills
- Working knowledge of standard office equipment

- Strong computer skills including proficiency in Microsoft Word, Excel, and Outlook
- Ability to work independently with minimal supervision
- Ability to work with diverse groups including co-workers, tenants, vendors, funders, inspectors and compliance managers
- Excellent time management skills and the ability to prioritize work
- Ability to work quickly under time restrictive deadlines
- Strong multi-tasking and organizational skills
- Ability to maintain composure in a high stress environment
- 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, insurable driving record and own a vehicle suitable to meet job requirements

Compensation:

Starting salary is commensurate with experience and qualifications. Benefits include monthly health compensation, employer paid vision, dental and life insurance, employer paid short term disability, matching retirement, 12 paid holidays, 2 additional personal holidays, vacation and sick leave, flexible scheduling, paid travel and paid training.

Applicants must submit a resume, cover letter, and list of three professional references to:

Affordable Housing Developers
112 3rd St W, Suite 101
Dickinson, ND 58601
email: andread@ahdi-nd.org

The cover letter must include a detailed summary of how the applicant meets the minimum qualifications, including a description of applicant's work experience. If claiming veterans preference, attach DD Form 214.

Application materials must be received no later than 3:00 p.m. on November 15, 2019 at the address or email noted above.

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.

Successful applicant will be required to pass a criminal background and reference checks.