



Property Manager

Position Overview

CPAH is a leading nonprofit organization committed to providing housing and services that empower residents to secure and retain high-quality, affordable housing. We are seeking a passionate and dedicated Senior Property Manager to join our efforts to help ensure that everyone has a place to call home. The Senior Property Manager is responsible for the overall operation and management of a portion of CPAH's portfolio. This role requires a strong understanding of Low Income Housing Tax Credit (LIHTC) regulations, excellent organizational skills, and a drive for providing exceptional service to our residents. CPAH is deeply committed to equity and diversity and welcomes applications from underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

Key Responsibilities

- Oversee the daily operations of assigned properties, ensuring all activities comply with LIHTC and other funder regulations and deadlines.
- Manage the leasing process, including marketing, resident screening, income certifications, and lease renewals in accordance with LIHTC and other funder regulations.
- Maintain accurate and up-to-date records of all resident files and property transactions including necessary documentation for LIHTC compliance.
- Prepare and submit required tenant and property reports to regulatory agencies.
- Monitor financial performance including rent collections, accounts payable, and accounts receivable for assigned properties.
- Conduct regular property inspections to ensure properties are well-maintained and meet all safety standards.
- Coordinate maintenance and repair activities, ensuring prompt resolution of resident issues.
- Handle resident complaints and disputes in a professional and timely manner.
- Collaboratively plan and implement resident activities and events to foster community.

Essential Characteristics

- Minimum of 5 years of property management experience, preferably including some LIHTC experience.
- Comprehensive knowledge of property management, preferably including some knowledge of LIHTC regulations and compliance requirements.
- Ability to obtain the following certifications within 6 months of employment: (1) Low Income Housing Tax Credit Compliance Specialist, (2) Certified Occupancy Specialist, (3) Blended Occupancy Specialist, and (4) Fair Housing & Affirmative Marketing Certification.
- Strong organizational and multitasking skills, with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, with a commitment to providing exceptional customer service.
- Proficient in property management software and Microsoft Office Suite, experience with RealPage a plus.
- Ability to work independently and as part of a team.
- Demonstrate and support a culture of diversity, equity, and inclusion.
- Must possess a passion for CPAH's mission.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. Competitive salary of \$65,000 - \$70,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K. Opportunity to advance to Senior LIHTC Property Manager.

To Apply

Send resume and cover letter to kvancrey@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.

