

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Senior Property Manager
<b>Supervisory Relationship</b>	Director of Property Management
<b>Work Location</b>	2014 South Racine, Chicago, IL 60608
<b>Organization General Description</b>	<p>After 25 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.</p>
<b>Pillar Purpose</b>	<p>The purpose of the Property Management division is to manage and protect the real property that TRP owns, manages, or facilitates in complete compliance with all requirements of the property and its funding sources. The management portfolio includes affordable and market-rate residential housing, a 100-bed undergraduate student dormitory, a homeless shelter, four community facilities (two family day care centers, a college resource center, and a senior center), TRP offices, and four retail spaces.</p>
<b>General Job Description</b>	<p>The Senior Property Manager is responsible for supervision of Property Management staff, management of assigned properties, tenant relations, lease, initial/re-certifications, property inspections, rent collections, evictions, budgets, and coordinating building maintenance.</p> <p>The immediate objective of the Senior Property Manager is to provide oversight of assigned buildings and the Property Management Staff and to keep in compliance the portfolio properties and strive to improve all aspects of assets, including providing excellent customer service. The Senior Property Manager is on call 24hrs a day for emergencies.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Responsible for Management, Leasing, Compliance and Budgets of Assigned Properties.</li><li>• Provide supervision to Property Management Staff.</li><li>• Provide coverage to assist Property Managers on their properties.</li><li>• Managing tenant relations with all tenants in order to ensure they are aware of their responsibilities.</li><li>• Supervision of Property Managers on re-certifications, lease renewals, inspections, and operational procedures.</li><li>• Lead the initial certification process on new developments and oversight of relocation services.</li><li>• Review of aged receivables with Property Managers and coordination with the Property Managers to serve tenants with notices for non-payment of rent and refer tenants to financial wellness and social service agencies for financial assistance.</li><li>• Notify attorney to initiate legal proceedings for non-lease compliant tenants.</li><li>• Develop and maintain working knowledge of Chicago Landlord Tenant Ordinance, Fair Housing law, including but limited to programs with: City of Chicago, IHDA, HUD, CHA, CLIHTF, and other sources of renter subsidies.</li><li>• Train and collaborate with Senior Compliance Manager and staff on on-going compliance.</li><li>• Provide direction and/or assistance to the Property Management team as needed.</li><li>• Perform other duties as assigned.</li></ul>

# THE RESURRECTION PROJECT

## Job Description



<b>Performance Measures</b>	<ul style="list-style-type: none"><li>• Providing supervision to Property Managers.</li><li>• Conducting initial certifications on new developments.</li><li>• Achievement of 95% collection of rent on time.</li><li>• Effective management of property budgets. Achievement of positive cash flow for properties.</li><li>• Ensuring tenants are lease compliant.</li><li>• Provide written and verbal communication with the Property Management staff.</li><li>• Effective, accurate and consistent execution of day-to-day responsibilities.</li><li>• Active participation in required staff meeting and programs.</li></ul>
<b>Essential Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree is the minimum educational requirement, or 10-plus years' experience in property management, asset management, and/or affordable housing.</li><li>• Must have or be able to obtain certifications in Certified Occupancy Specialist/Tax Credit Specialist, and Blended Occupancy Specialist.</li><li>• Illinois Leasing License required or will need to obtain within six months of employment.</li><li>• Must have working knowledge of LIHTC guidelines and/or Tax Credit Specialist (TCS) certification designation.</li><li>• Public Housing rental housing guideline knowledge or the ability to obtain the RIM Public Housing Rent Calculation designation within six months of employment.</li><li>• Attendance of the CHA Yardi training and passing the exam ensuring the issuance of a Yardi password.</li><li>• Proficient knowledge of MS Office Suite, MS Excel, Property Management software, and Internet required.</li><li>• Excellent written and oral communications skills; demonstrated public presentation skills.</li><li>• Demonstrate ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.</li><li>• Highly motivated and demonstrated ability to work independently as well as part of a team.</li><li>• Strong attention to detail.</li></ul>
<b>Special Working Conditions and Demands</b>	<ol style="list-style-type: none"><li>1. Willingness to work flexible hours as needed; evenings and weekends required.</li><li>2. Access to a car, valid driver's license, and ability to travel within the metropolitan area and sometimes out of state.</li><li>3. Must be able to visit construction work sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders.</li><li>4. Maintain required job skills and all professional competencies. Attend and participate in required educational programs and staff meetings.</li><li>5. Cultivate, manage, and expand relationships with TRP member institutions, leaders, and partners to promote TRP's rental goals and organizational mission.</li></ol>
<b>Position Classification</b>	Full-Time, Exempt
<b>Preparation Date</b>	09/28/2018
<b>Statement of Equal Opportunity</b>	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.
<b>Application Instructions</b>	Please send resume and cover letter by email or mail. No phone calls please.
<b>Contact Information</b>	Email: <a href="mailto:trpjobs@resurrectionproject.org">trpjobs@resurrectionproject.org</a> Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608