

THE RESURRECTION PROJECT

Job Description



Position Title	Senior Property Manager
Supervisory Relationship	Director of Property Management
Work Location	2014 South Racine, Chicago, IL 60608
Organization General Description	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.
Pillar Purpose	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.
General Job Description	<p>The Senior Property Manager is responsible for providing oversight of compliance, training staff as needed, taking initiative on special projects, and conducting lease and file audits as it relates to compliance.</p> <p>The immediate objective of the Senior Property Manager is to monitor all regulatory compliance requirements, including file compliance, recertifications, interim recertifications, and appropriate documentation, are followed, monitored and completed.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• Ensure that all compliance requirements of the properties, property operations, funders/ partners requirements, and tenant files are completed accurately and in a timely manner.• Assist in the development, implementation, and updating of the Affirmative Fair Housing Marketing Plans (AFHMP), Tenant Selection Plans, and other marketing plans for TRP's rental housing opportunities.• Ensure that all compliance requirements of the applicant and tenant files are completed accurately and in a timely manner.• Periodic interaction with local government offices, funders, and investors relative to marketing and/or leasing efforts.• Taking the initiative on special projects as it relates to auditing resident files, making notes of issues, and ensuring they are all compliant.• Provide assistance with ensuring that all compliance reports are current and accurate for funders, investors, partners, etc.• Develop and maintain working knowledge of Chicago Landlord Tenant Ordinance, Fair Housing law, and regulatory agreements with financial supporters, including but not limited to programs with: City of Chicago, Illinois Housing Development Authority (IHDA), HUD, CHA, CLIHTF, LIHTCs, financial institutions, and other sources of renter subsidies and affordable rental financing.• Provide training to staff on property management operations.• Assist to cultivate, manage, and expand relations with TRP member institutions, leaders, and partners to promote TRP's rental goals and organization mission.• Provide direction and/or assistance to the Property Management team as needed.• Perform other duties as assigned.

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Performance Measures

- Working on the resident file audits.
- Timely audit of resident files on a monthly basis.
- Update Affirmative Fair Housing Plans as required.
- Update Tenant Selection Plans as required.
- Maintaining communication with funders, investors, etc., on any outstanding compliance audits.
- Provide written and verbal communication with the Property Management staff.
- Effective, accurate, and consistent execution of day-to-day responsibilities.
- Active participation in required staff meeting and programs.

Essential Knowledge and Skills

- Bachelor's Degree is the minimum educational requirement, or 10-plus years' experience in property management, asset management, and/or affordable housing.
- Must have or be able to obtain certifications in Certified Occupancy Specialist/Tax Credit Specialist, and Blended Occupancy Specialist.
- Illinois Leasing License required or will need to obtain within six months of employment.
- Must have working knowledge of LIHTC guidelines and/or Tax Credit Specialist (TCS) certification designation.
- Public Housing rental housing guideline knowledge or the ability to obtain the RIM Public Housing Rent Calculation designation within six months of employment.
- Attendance of the CHA Yardi training and passing the exam ensuring the issuance of a Yardi password.
- Proficient knowledge of MS Office Suite, MS Excel, Property Management software, and Internet required.
- Excellent written and oral communications skills; demonstrated public presentation skills.
- Demonstrate ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.
- Highly motivated and demonstrated ability to work independently as well as part of a team.
- Strong attention to detail.

Special Working Conditions and Demands

1. Willingness to work flexible hours as needed; evenings and weekends required.
2. Access to a car, valid driver's license, and ability to travel within the metropolitan area and sometimes out of state.
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.
4. Maintain required job skills and all professional competencies. Attend and participate in required educational programs and staff meetings.
5. Cultivate, manage, and expand relationships with TRP member institutions, leaders, and partners to promote TRP's rental goals and organizational mission.
6. Perform other duties and projects as assigned.

Position

Full-Time, Exempt

Classification

Preparation Date

11/3/17

Statement of Equal Opportunity

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.

Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

Contact

Email: trpjobs@resurrectionproject.org

Information

Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608