



Portland Community Reinvestment Initiatives, Inc.

"MEETING THE AFFORDABLE HOUSING NEEDS OF THE COMMUNITY"

Job Description – Director of Property Management

Job Title	DIRECTOR OF PROPERTY MANAGEMENT	Department:	PROPERTY MANAGEMENT
Reports To	EXECUTIVE DIRECTOR	Salary Range :	BASED ON EXPERIENCE \$75,000 - \$80,000
FLSA	EXEMPT	Revision Date:	11/26/18

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission "to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents". With over 800 units of affordable housing, PCRI's unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI's goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on N/NE Portland neighborhoods where displaced families previously resided.

POSITION Summary:

The Director of the Property Management Department oversees the operations of the Property Management department, staff and portfolio of PCRI's residential and commercial real estate properties. Departmental oversight includes revenue generation, expenditures, properties cash flow analysis and compliance with local, state and federal low income housing regulations. Ensure that required occupancy rates are accomplished within agreed parameters. Work closely with residents, community organizations, internal staff, and trade associations to further the mission of the organization.

Essential Functions:

- Plan, organize and direct the activities of the Property Management department to achieve common objectives that support the mission of PCRI.
- Supervise property management staff.
- Coach and develop staff for the business unit. Conduct performance evaluations and take disciplinary action as needed. Recommend merit increases and promotions.
- Assist in the creation of property budgets and monitor these operating budgets managed internally by PCRI properties and projections for the housing owned and in the development stages.
- Ensure projects and programs operate within prescribed budget and/or modify as required.
- Plan for and manage property management operations to achieve the short and long term financial stability of the PCRI's portfolio.
- Responsible for compliance with landlord tenant law and other relevant legal requirements by providing service expertise in the field.
- Responsible for reporting and complying with funder's requirements, including LIHTC (Low Income Housing Tax Credits), Section 8, HOME and CDBG income restrictions, and all other funding stipulations of the properties.
- Oversee accounts receivables and related court proceedings as necessary.
- Research and evaluate the reporting requirements for new sources of revenue.
- Represent the organization in the community and general public, various commissions and government agencies, and potential and current funding sources as required.
- Respond to resident concerns and issues promptly.
- Attend residents' committee meetings as necessary.
- Provide information as requested by Executive Director.
- Participate in Board of Directors meetings as requested by Executive Director, and other external organizations or committees as requested.

Education and/or Experience:

- Bachelor degree in business administration, public administration or related field.
- At least 5 years of progressive management experience in the Property & Asset management.
- Property Management License for the State of Oregon.
- Certified to manage Low Income Housing Tax Credit and other Income Restricted properties.
- Experience managing a departmental staff.
- Experience leasing and marketing rental properties, both residential and commercial.
- Experience in Residential Real Estate Affordable Housing with background in Low Income Housing Tax Credit Compliance / Section 42, Project-Base Section 8, HOME, HOPWA, CDBG.
- Knowledge of Oregon Landlord/Tenant Law, and Fair Housing Laws.
- Knowledge and experience with Section 8 eligibility requirements; experience working with public housing agencies such as Home Forward.
- Experience managing various forms of housing to include scattered site housing: single family, multi-family and apartment complexes.

- Prior experience using Yardi Property Management software or similar Property Management programs.
- Experience working in a non-profit organization.
- Previous office experience working with the public in which the following skills were attained: effective communication skills, ability to deal tactfully with a variety of people under constantly changing circumstances by using tact and diplomacy, ability to prioritize tasks and work under minimal direction, ability to understand and follow complex verbal and/or written instructions, and familiarity with filing systems and standard business machines.

Qualifications:

This position requires:

- Knowledge of various rental assistance and affordable housing programs.
- In depth knowledge of rules and regulations surrounding property management.
- The ability to read, understand and follow technical documentation such as Federal, State, Local housing regulations and associated policies and procedures.
- Ability to work with diverse ethnic and low-income families in a professional and respectful manner.
- Knowledge of community, social and economic resources available to low income individuals, with particular resources as they apply to housing.
- Knowledge of computer systems and spreadsheets. Proficient with Microsoft Office Suite: Word, Excel, Outlook.
- Knowledge of general office equipment.
- Self-motivation and self-organization is essential.
- Superior verbal, written, analytical and interpersonal communication skills.
- Ability to learn Ability to maintain confidentiality of tenants.
- Ability to work creatively with Executive Leadership and other department staff to achieve organization's mission.
- Ability to communicate effectively with current and prospective tenants.
- Ability to generate reports and business correspondences. Effectively present housing information in response to potential residents and the general public.
- Ability to work organizationally, individually and collectively to fulfill PCRI rental housing goals, objectives and policies.
- Must be able to manage multiple and changing priorities.
- Ability to climb stairs several times a day. Physical ability to bend, stoop, twist, reach and pull.

Supervisory Responsibilities:

Directly supervise Property Managers. The Director or Property Management carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving property management and operational issues.

Certificates, Licenses, Registrations:

Must have and maintain a valid driver's license and be able to pass a driving record check as determined by PCRI criteria, and also must have access to a vehicle and maintain personal automobile insurance which meets PCRI guidelines. Must be willing to attend mandatory classes for licensing and / or continuing education.

Compensation / Benefits:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 10 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution from employee if dependents are added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employees annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Work Environment:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tamara Trofimenko, HR Manager. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.