

Full-time Area Property Manager

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time area property manager** to work in various St. Nicks Alliance buildings in Brooklyn.

What you'll do:

The **area property manager** is responsible for the economic strength and sustainability of all assigned assets under the supervision of the assistant director for property operations. Responsibilities include day-to-day operations; performing within budget, purchasing, participation in tenant selection and leasing, income certification and rent registration, rent and subsidy collection and arrears management, tenant relations, maintenance, internal and external reporting, curb appeal and physical condition and compliance with all program and miscellaneous compliance, and advocate on legal proceedings as needed.

Specific duties include, but are not limited to:

Rent Collection:

- works in conjunction with the financial department to develop the annual budget
- oversees the collection of rent, subsidy payments, and arrears from all tenants; takes action as needed.
- oversees communication with the financial department, regarding changes in tenants' status, including all revisions in rent levels and apportioning of rent between tenant and subsidy
- executes a corrective plan to collect rent from tenants in arrears; including the mailing of late notices to tenants who are in arrears, meeting with tenants in arrears to determine reasons for arrears, and attempting to resolve the situation in an effort to prevent legal action

Tenant Relations

- provides orientations to all new tenants on St. Nicks Alliance policy and procedures, liability, and compliance
- addresses situations where there are significant or persistent violations of the lease and/or house rules
- presents recommendation to deputy director of property management regarding commencement of legal action in cases of significant or persistent violations of the lease and/or house rules
- takes action regarding tenant grievances or refers the matter to deputy director of property management if necessary
- attends and documents quarterly meetings of the cooperatives and resident councils, provides minutes' notes from the meeting within 72 hours
- coordinates preparation of annual tenant relations plan

Maintenance

- coordinates and monitors with building super all maintenance activities, including inspections, cleaning, a) preventive maintenance, b) compliance with all laws; 1) inspection 2) court stipulation 3) move-in & w/o, c) vacant ready preparation d) preventive maintenance
- in conjunction with the building super, performs monthly inspections of the property, including all vacant units
- develops a preventive maintenance plan for the property in joint with the building super
- inspects all units upon vacancy to determine the scope of work required to make ready the unit for re-occupancy in joint with the building super
- determines whether the scope of work will require an outside contractor in joint with the building super and maintenance supervisor (if determined so, follow the bid preparation process)
- responsible for supervising, delegating, and evaluating staff performance, quality and quantity of work, and skill development

- coordinates property coverage when employees are off or on vacation
- monitors absenteeism, tardiness, and unapproved time off

External and Internal Reporting

- analyzes monthly financial reports and provides a summary of expenses that may have exceeded the budget or were successfully reduced, creating a positive variance, submitting monthly to the financial department
- reviews monthly reports prepared by the financial department and prepares arrears collection reports for deputy director of property management
- prepares reports summarizing property management activities; expenditures, incidents, legal, arrears, and any other pertinent area and submit it to the deputy director of property management on a monthly basis
- oversees preparation and submission of programmatic and financial reports required by all external entities and agencies, including HOME, Section 8, HUD, HDC, LIHTC, and Rent Stabilization.
- performs any other duties pertaining to the well-being of all residents as assigned by the managing director and deputy executive director for housing

What we are looking for:

- accredited college degree or continuing education
- completion of Apartment Residential Manager, LIHTC & HUD certification, Section 8
- computer literacy: Excel, Microsoft, Timberline, Explorer, and One-Site (RealPage)

What's in it for you:

- compensation range: \$80,000–\$90,000 per year (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Applicants should send a resume with a cover letter indicating salary requirements to St. Nicks Alliance, Attention: Area Property Manager Search to housingjobs@stnicksalliance.org

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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