

**position/title:** Property Manager  
**job classification:** Exempt Full Time  
**work hours:** Mon – Fri 8:00 AM – 5:00 PM  
**starting salary range:** \$40,000 annually  
**supervisor:** Director of Programs and Community Outreach

**qualifications:**

- Minimum 2 years experience managing housing projects
- LIHTC program certified (or able to obtain within 3 months)
- Experience with LIHTC
- Experience with HOME
- Experience with other Low Income Affordable Housing Funding Sources

**description of the position:**

YWCA believes that well managed affordable housing can promote its mission in several manners. By ensuring that housing is welcoming to a diverse population and by ensuring women and families can live with dignity while they improve their quality of life. The Property manager will manage the day to day operations of YWCA Affordable Housing Programs not merely to comply with Federal, State and Local regulations but in a manner that promotes its mission for all residents.

YWCA properties are funded through a variety of sources including LIHTC, HOME, FHLB, DHCD, local government funds and private grants.

**duties**

Property Management

- Screen prospective tenants in accordance with YWCA policies.
- Verify and document eligibility for all tenants.
- Offer apartments based on leases with all completed documents.
- Prioritize maintenance requests and coordinate with Facility Manager.
- Manage tenant complaints
- Manage tenant behavior
- Collect rent
- Conduct annual recertification of all tenants
- Manage evictions
- Manage the waitlist
- Perform minor maintenance and custodial tasks in conjunction with the facility manager.

#### Record maintenance and reporting

- Record outreach to populations less likely to apply for housing under the AFHMP
- Document waitlist management
- Maintain proper records for each household, including eligibility, re-certification, leases, etc.
- With facility manager, maintain maintenance and facility logs and inspection reports
- Prepare and submit reports to all funding sources including: Boston Capital, DHCD, CBH, HOME, FHLB and SAHT

#### Fiscal

- Submit weekly report to fiscal department of
  - rent collections with outstanding balances
  - invoices received with documentation and signatures
  - timecards
- Prepare documentation necessary for reports to Boston Capital
- Prepare documentation necessary for annual tax filing, audit and compliance with funding sources.

#### Coordination with Social Services

- Meet weekly with Social Services manager to
  - develop payment plans for any tenants in arrears.
  - develop action plans for any tenants with behavioral issues that might jeopardize tenancy
- Work with Social Services Manager to develop social activities for the tenants
- Evictions are the sole responsibility of the Property manager.

It is expected that all program staff will function as self-directed members in a team effort. Your activities and performances should meet appropriate professional standards and adhere to the philosophy and purpose of the YWCA.

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Signature of staff person    Date

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Signature of supervisor    Date