

## Housing Families Inc. Job Description

<b>Job Title</b>	Property Director
<b>Hiring Manager</b>	Brian Keefe
<b>HM Title</b>	Chief Financial Officer
<b>Division</b>	Property
<b>Location</b>	Malden

### ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Teamwork:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Teamwork – We collaborate and celebrate.

### PURPOSE/RESPONSIBILITIES:

#### **Purpose**

The full-time Director of Property Services reports to the Chief Financial Officer and works closely with senior staff members. The Director of Property Services manages the daily operation of the permanent housing property and shelter unit maintenance. S/he is responsible for ensuring that the Housing Families 100 Shelter units, 37 Leased permanent home units and 31 owned permanent home units are meeting contract requirements.

#### **DUTIES AND RESPONSIBILITIES:**

- Manage all phases of rent-up, marketing, and resident selection
- Maintain rent roll, cash receipts and bank deposits
- Assures financial stability via timely rent collections, subsidy vouchers, lease renewals/terminations, and re-certifications of income
- Ability to interpret and comply with federal, state and local property guidelines
- Ability to work with federal, state or local agency representatives
- Responsible for hiring, training and supervising the four person maintenance staff and oversight of contracted janitorial vendor

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- Direct maintenance staff towards completion of maintenance requests.
- Maintaining work order system for timely completion of work orders
- Supervision of competitive bidding procedures, purchase of supplies and inventory maintenance
- Negotiate with property owners and vendors.
- Work closely with the Director of Shelter, and the stabilization team to ensure appropriate information is shared
- Evaluate personnel performance
- Recommend and implement remedial action for property related problems
- Available for shared On-call responsibility.
- Annual reporting to relevant funding and regulatory agencies

### QUALIFICATIONS / REQUIREMENTS:

#### Qualifications

**Work experience:**

Minimum 3 years property management experience. Should be familiar with State and Federal housing programs.

**Education/training:**

Minimum Bachelor Degree or equivalent experience

**Skills:**

Ability to understand property issues, supervision, setting priorities. Must have good written and verbal communication. Microsoft office, Word and Excel skills. Must be organized and detail focused. Action oriented and a team player. Strong negotiation skills and a sense of humor.

#### Eligibility Requirements

- Must be able to pass a CORI/SORI background check
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older

### APPLICATIONS/COMPENSATION:

Interested candidate should submit a resume and cover letter to : [bkeefe@housingfamilies.org](mailto:bkeefe@housingfamilies.org)

Compensation: Commensurate with experience.