

Seattle Chinatown International District Preservation and Development Authority (SCIDpda) works to promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services.

Currently there is an opening for a **Director of Property Management**. This position reports to the Chief Operating Officer and is part of the Senior Management Team. The Director of Property Management is responsible for overseeing property management, analyzing and addressing existing and emergent issues in the properties, and staff development. The Director of Property Management works with the SCIDpda Council on specific projects and serves as a spokesperson for the SCIDpda.

General Nature & Scope: The Director of Property Management has broad responsibility for daily operations within the Property Management Department. The Director of Property Management promotes the organization's mission and programs internally and externally, works closely with staff to carry out the organization's strategic goals, and identifies current and emerging issues related to the line of business and works collaboratively to address those issues. The Director of Property Management promotes leadership development opportunities at all levels of the organization.

The position is responsible for developing, implementing and managing policies, programs and strategic initiatives related to daily operations of SCIDpda property management including: organizational infrastructure, staff management and facilities oversight,. The Director of Property Management participates in the analysis and maintenance of the SCIDpda's assets. It is a hands-on position that works very closely with residents, tenants, vendors, as well as Property Management and other organizational staff.

Essential Duties include the following:

1. Staff Management

- Hire, train and supervise Property Management staff.
- Support and guide staff to ensure effective building operations.
- Develop and implement of department systems, protocols, policies and procedures as it relates to residential properties.
- Participate as a member of the SCIDpda management team, providing input and assistance with the implementation of organizational policies and procedures.

2. Fiscal and Regulatory Management and Reporting

- Oversees the physical and economic health, leasing and compliance of all SCIDpda-owned and/or managed properties
- Ensures that the SCIDpda is meeting the terms of all funding and regulatory agreements for each property.
- Develop budgets for all properties and for the Property Management Department. Monitor financial operations. Authorizes expenditures consistent with adopted budgets.
- Recommends and implements measures to improve financial performance of the organization.
- Prepare management reports. Resolve issues with regulatory authorities, owners, and funders

3. Customer Relations

- Involved in day-to day activities, including the review, approval and signing of leases and compliance certifications; assisting in leasing and move out processes.
- Manage resident/tenant relations to include activity planning, resolving issues, enforcing lease terms and regulations.
- Work with community based social services agencies.

4. Policy Development and Community Relations

- Develops, recommends and implements procedures to improve management of buildings, projects and service delivery and guides staff in carrying out SCIDpda policies.
- Develops and recommends policies to the SCIDpda Council to improve property management and new project development in conjunction with the Senior Management Team.
- Maintains knowledge of properties, programs and services, as well as knowledge of the market areas served. Participates in outside committees, community activities and boards or projects that will assist in carrying out SCIDpda's organizational plan, generates visibility and contacts for the SCIDpda.
- Oversees development of SCIDpda's public relations plan and participates in public speaking on behalf of the organization.

Supervisory Responsibilities: Direct reports are Maintenance Manager, Commercial Property Manager, Property Assistant, Building Managers.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent management, leadership and interpersonal skills to work with and motivate all levels of management and staff.
2. Strong analytical skills applied to business and fiscal data
3. Other management skills, including:
 - Strategic planning and program development
 - Communication: oral, written, listening, public speaking
 - Detail orientation and attention to process
 - Sound judgment/decisive decision making
 - Staff development with all levels of staff and volunteers, empowerment, delegation
 - High level of personal and professional ethics
 - Proficiency in Windows-based computer programs (Microsoft Office); Yardi proficiency desirable

Knowledge, Skills, and Abilities

- Non-profit management
- Public policy and political processes
- Governmental regulations, practices and reporting requirements related to property management, and real estate and affordable housing development
- Organizational dynamics and development methods and standards
- Financial planning and analysis

Education & Experience: Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.

Knowledge of non-profit administration or operations management, at a level normally acquired through completion of a Bachelor's Degree. Advanced degree or course work preferred.

Seven to ten years of progressively responsible management experience with responsibility for supervising line staff and daily operations required, preferably in a non-profit setting. Experience in community development, property management, and social services preferred.

Licenses or Certificates:

- HUD Section 8 Occupancy Certification through NAHMA, NCHM, AHMA or equivalent required within 6 months of hire.

- Low Income Housing Tax Credit Certification through NAHMA, NCHM or equivalent required within 6 months of hire.
- Washington State Real Estate License - within 12 months of hire.

To apply send resume and cover letter to: SCIDpda, Attention: Human Resources, P.O. Box 3302, Seattle, WA 98114; via fax: 206-467-6376; or email: HR@scidpda.org