

## Portfolio Manager

**Reports to:** Director of Property Management

**Compensation:** \$55 - \$65K DOE

**Job Summary:** The Portfolio Manager is an important member of the property management team. They are responsible for directing all day to day phases of building operations, including responding to any emergencies in a manner that conveys confidence in both the employee and the tenant for a portfolio of buildings. The Portfolio Manager will work closely with the Director of Property Management (DPM), Assistant Director of Property Management (ADPM) Site Managers (SM), Asst. Site Managers (ASM) and Maintenance Service Program (MSP).

### **Duties and Responsibilities:**

#### **Supervisory**

- Oversee the hiring process for all site staff.
- Review and approve timesheets.
- Approve overtime hours that bill to the site budgets.
- Supervision of staff including training, performance reviews, promotions, disciplinary action and terminations.

#### **Tenant Management**

- Respond to tenant complaints in a timely manner.
- Notify RS of tenant needs.
- Process evictions for non-compliance of lease.
- Supervise re-certifications with SM and L&O Manager.

#### **Maintenance**

- Work with Asset Manager on capital needs.
- Meet with vendors and/or MSP staff to review cost estimates.
- Manage procurement process for building repairs and replacement work.
- Coordinate unit turnover work with Site Managers and MSP.
- Inspect and approve all work at the buildings.
- Participate in annual inspections.
- Coordinate implementation of the Preventive Maintenance Plan for the buildings.
- Respond to building emergencies after hours as needed.

#### **Financial**

- Approve purchases, code and approve all invoices.
- Responsible for the day-to-day operations and financial management of the properties.
- Work with site staff, leasing and maintenance to maintain 4% or lower vacancy rates.
- Review and approve month end reports.

- Review AR's monthly with SM.
- Participate in rent increase process.
- Develop annual property budget.
- Process HAP renewals.
- Other duties as assigned.

**Minimum Qualifications:**

- High School Diploma or GED.
- Three years of property management experience.
- Two years' experience supervising multiple staff.
- Strong understanding of the Landlord tenant act, and Fair Housing law.
- Strong oral and written communications skills in English.
- Valid driver's license with clean driving record and valid automobile insurance. Must own or have access to reliable transportation for regular use on the job.
- Intermediate skill with Microsoft Office applications (Word, Excel and Outlook).
- Ability to problem solve independently and demonstrated ability to meet deadlines
- Knowledge of routine building maintenance.
- Experience working with a diverse population.
- Ability to work in a team environment.
- Self-starter with the ability to organize time efficiently and prioritize tasks
- Knowledge of HUD or Tax Credit rules and regulations.

**Preferred Qualifications:**

- Managing green building practices.
- Knowledge of Boston Post software.
- Affordable housing experience.
- HUD COS or BOS certification.
- Experience working with case managed units.
- Experience with vendors and contractors.
- Experience with financials and budgeting.

All employees at CHH are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

Candidates selected for this position must pass a criminal history background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer, all qualified candidates will receive consideration for employment without regard to race, color, religion, sex or national origin.

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**To Apply:**

Apply online at: <http://www.capitolhillhousing.org/about/employment.php>