

Site Manager III – Tate Mason House

For over 39 years, Bellwether Housing has been Seattle’s largest, and most respected, non-profit organization, providing affordable housing for low-income individuals and families. Bellwether Housing offers an uplifting work environment with a diverse group of talented professionals who are committed to our mission and values of creativity, collaboration, ambition, warm-heartedness, and professionalism.

Position Summary

Oversee all aspects of day to day management of the building including rent collection, leasing, resident relations, and maintenance of the property. Promote a “sense of community” among residents, working to solve problems and facilitate a responsible and positive community. Act as a liaison to Resident Services or outside agencies providing services and case management to residents.

Position Responsibilities

- Provide professional, responsive, caring, and knowledgeable interactions with applicants and residents. Always seek to resolve complaints or client concerns, treating all parties in a respectful and helpful manner, regardless of their behavior.
- Collect rents, monitor delinquencies, and assist the Portfolio Manager with eviction procedures, as necessary.
- Perform light cleaning duties as needed including grounds pick-up, vacuuming hallways, and keeping common amenity rooms and lobby areas clean and free of trip hazards.
- Manage all aspects of leasing vacant units including marketing, showing units, and assisting applicants to accurately complete rental applications and provide required supporting documentation.
- In conjunction with the Compliance Department, qualify applicants according to Bellwether’s screening criteria and building-specific income restrictions.
- Conduct annual recertification of resident’s income and overall eligibility to maintain compliance with funder regulatory agreements.
- Collaborate with the Maintenance Department to coordinate work orders, preventative maintenance, and unit turnover work.
- Collaborate with Resident Services team to provides resources and referrals to residents.
- Create a sense of community among residents, coordinating and engaging in regular events.
- Champion and cultivate an inclusive work environment.

Minimum Qualifications

- 3+ year’s prior apartment management or leasing experience. Equivalent education/experience may be substituted for stated requirements.
- Proficient in Microsoft Office applications including Word, Excel, and Outlook.



- Excellent written and verbal communication skills. Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to exercise discretion and confidentiality at all times.
- Experience applying fair housing laws and local landlord/tenant laws.
- Customer service aptitude including problem-solving skills and the ability to respond quickly and tactfully to both internal and external customer requests. Positive attitude a must.
- Ability to work independently and as part of a team.
- Dependable, highly-motivated, accurate, detail-oriented, and organized individual skilled at meeting deadlines and producing high quality work.
- Experience handling money or performing rent collection.
- Experience working with AMSI property management software or equivalent.

Desired Qualifications

- Previous affordable housing compliance experience that demonstrates knowledge of initial and annual certification process, including reviewing and interpreting background screening reports and calculating household income.
- Completion of WSHFC Fundamentals and advanced training workshops.
- Experience with Seattle Housing Authority Section 8 Project and Tenant-Based programs.
- Experience working with AMSI/eSite or equivalent property management software.
- Demonstrated ability to build effective partnerships with community constituencies and social service agencies.
- Experience working with social service programs for diverse populations and making referrals as appropriate.
- Prior experience working with a 55 or older population and/or seniors who are aging in place.
- Prior cleaning and light maintenance experience in a work environment
- Bilingual in English/Spanish, English/Tigrinya or English/Amharic.
- Must be able to perform non-repetitive lifting of at least 25 lbs.

Community: Tate Mason is located in the heart of First Hill. A 97- unit tax credit building with studios, and one-bedroom units. Tate Mason serves individuals and families where the Head of Household is 55+ or older, and income qualifies at 50% or 60% AMI. **Hours:** 40 hours per week, flexible work schedule,

Compensation: \$24.00 - \$30.00 per hour DOE, benefits

Benefits: If you're working over 20 hour per week you can accrue 24 days of PTO in your first year. We have a 403(b)-retirement plan with employer matching after 15 months of service and we offer a health reimbursement plan to employees and dependents. We have flexible spending accounts, STD/LTD, life insurance, and commuter benefits.