

Director of Property Management

HomeSource east tennessee is seeking a motivated individual to fulfill the position of Director of Property Management. HomeSource currently owns and manages 258 units of affordable rental housing, with an additional 34-60 expected to be added to the rental portfolio in the next 24 months.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director of Property Management will work with the leasing agent(s), maintenance staff, and others in performing the following functions.

1. Responsible for interacting with residents to ensure their safety and concerns.
2. Maintain a database of personal information on past and current residents
3. Work with leasing agent(s) to, collect, log and allocate rent
4. Report to supervisor to see how property management can better serve the customers and the organization
5. Demonstrate a positive, professional and client-oriented attitude about the organization with coworkers, tenants, clients and the public whether contact is by mail, telephone or in person.
6. Track performance through a series of measurements, including, but not limited to, vacancy rates, turnover, net cash flow, and responsiveness to maintenance calls.
7. Manage compliance with several federal and state affordable housing programs, including HOME and LIHTC.
8. Set production and performance goals for themselves and their department and work to meet them.

Supervisory Responsibility

This position may supervise two or more employees. The Director of Property Management will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

Position Type/Expected Hours of Work

This is a full-time position: Monday through Friday, 8:00 a.m. to 4:30 p.m. In addition, due to the nature of the role, this position will be on-call to handle emergency situations as they arise.

Travel

This position is required to travel between work locations. The employee must have a valid driver's license and be able to drive to work locations.

Licensing

This position requires the employee to have a real estate license from the State of Tennessee. Employee will be expected to obtain the license within 3 months of hiring. Within 6 months of hire, the employee will be expected to become a Certified Property Manager (CPM) through IREM.

Required Education and Experience

1. High school diploma or GED.
2. Experience with Microsoft Office Suite

Preferred Education and Experience

1. Prior experience in property management.
2. Associate or bachelor's degree
3. Experience in Property Management or CRM systems.
4. Experience in HUD program compliance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation

Salary will be largely based on experience and evidence of the employee's ability to set and meet performance goals. The salary range is between \$45,000 and \$55,000 annually. Benefits include sick and vacation leave, 11 holidays, competitive health insurance plans and a 401k.

It has been and will continue to be a fundamental policy of Knox Housing Partnership, Inc., (the "Company"), not to discriminate on the basis of race, color, religion, creed, sex, pregnancy, national origin, age, disability (except where physical or mental requirements are a bona fide occupation qualification), genetics, or status as a Vietnam Era, special disabled, or other covered veteran or member of the uniform services, or any other status or condition protected by applicable federal, state, or local law with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment.

Please submit a resume with an optional cover letter to Christopher Osborn at cosborn@homesourcetn.org by September 20th, 2024.