



Regional Property Supervisor Western Massachusetts

POAH Communities is an exciting and highly entrepreneurial organization committed to community development and to preserving 'at risk' affordable rental housing. POAH Communities manages more than 12,000 affordable rental homes for families and seniors in nine states and the District of Columbia.

About the Opportunity

The position will report to the Vice President of Regional Operations. The Regional Property Supervisor will manage a portfolio of affordable housing developments in Western Massachusetts and surrounding areas. He/she will also be responsible for the oversight of development and successful operations against a set of benchmarks established by POAH Communities.

Duties & Responsibilities

- Demonstrate a high level of property management expertise, analytical ability, financial acumen, real estate software knowledge, personal energy, ability to multi-task and deal with stress. Past experience in Marketing is a plus
- Work to recruit, train, motivate and retain the highest caliber property management staff for all positions within the assigned portfolio. Provide support to ensure the success of the property and to help make POAH Communities a leading multifamily property management company in the industry
- Ensure that systems are in place or created to maximize resident and employee safety and health, and to preserve the physical assets
- Design, implement and support programs with property staff and Resident Services for the improvement of residents' lives. Exhibit a genuine interest for those of lower income who rely on affordable rental housing
- Make certain that contracts are professionally prepared and that adequate engineering specifications are contractually incorporated for all major repair work undertaken on site.
- Establish positive, productive relationships with all funding/regulatory agencies which support the residents and the communities in the RPS's portfolio
- Ensure compliance with all federal and state laws including anti-discrimination and anti-harassment laws and regulations
- Confidence in creating effective solutions for how to deal with challenges or problems.
- Schedule and prepare thorough updates of property status and special issues in meetings with Property Managers and their staff
- Prepare an annual operating budget for each POAH property and meet those annual goals as established by ownership.
- Assist the POAH Communities President and POAH President/CEO in supporting public policy matters on a state and national level which will provide the resources necessary to successfully manage the portfolio

- Complete other tasks assigned by the Senior Vice President/Chief Operating Officer and the POAH Communities President

Qualifications

- Minimum of 10 years of experience in property management, asset management, development and related fields (project finance, construction and acquisition/rehab)
- Proficiency in use of computers including Word and Excel and other software used by POAH Communities for financial reporting (Yardi)
- Knowledge of HUD regulations, forms, inspection criteria and processes and the low income housing tax credit program
- Ability to work periodic flexible hours is required. Ability to travel by plane and automobile is required. Ability to travel up to 75% to visit various properties in portfolio
- Ability to understand financial statements and accounting as it relates to apartment operations.

Education & Experience

B.A. or B.S. preferred. Candidates for this position should also possess relevant experience and knowledge in some or all of the following areas: Housing and community development, especially affordable housing (public housing preferably) and the regulations and financing applicable to the industry; mixed income, mixed-use development and master planning.

Salaries are competitive and commensurate with experience. Benefits include health, dental, vision and life insurance, a wellness program, and a 401k plan with a matching component. POAH COMMUNITIES is an Equal Opportunity Employer.

Company Overview

POAH Communities has specialized in the professional management of affordable multifamily housing for more than 25 years. Initially founded as Midland Property Management, Inc., POAH Communities became part of the Preservation of Affordable Housing, Inc. ("POAH") family in 2001, and currently manages close to 12,000 affordable housing apartments in Connecticut, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, Ohio, New Hampshire and Rhode Island. POAH Communities has over 400 staff members and maintains offices in Kansas City, Cincinnati, Boston and Chicago.