



Property Manager

Summary

The Property Manager will work under the direction of the Executive Director on a variety of tasks associated with managing properties owned by Kalamazoo County Land Bank Authority (KCLBA). Work will include overseeing property maintenance needs, building assessments, managing contractors, as well as assisting with program grants, data analysis, ensuring HUD regulations overseeing compliance for grants for and under KCLBA, and working with a wide variety of stakeholders.

GENERAL PRIMARY DUTIES & RESPONSIBILITIES

1. Maintains property rentals by advertising and filling vacancies, negotiating, and enforcing leases, collecting security deposits, and maintaining and securing premises.
2. Establishes rental rate by surveying local rental rates and calculating overhead costs, depreciation, taxes, and profit goals.
3. Accomplishes financial objectives by collecting rent, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
4. Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, and contracting with landscaping and snow removal services.
5. Enforce occupancy policies and procedures by enacting corrective action.
6. Prepares reports by collecting, analyzing, and summarizing data and trends.
7. Meet organization goals and standard operating procedures while exploring opportunities increased value for role.
8. Ensure KCLBA completes all move-in, inspection, and recertification documentation in accordance with HUD regulations, City of Kalamazoo, and MSHDA Housing Choice.
9. Review all annual and interim recertifications for compliance with HUD and LIHTC
10. Execute weekly, monthly, quarterly and annual regulatory reports required by the Department of Housing and Urban Development

Qualifications and Skills

1. Motivation for sales
2. Negotiation
3. Familiarity with applicable local, state, and federal laws and regulations
4. High level of organization and attention to detail
5. Competence with office management software
6. Professionalism
7. Internal communications
8. Listening

Knowledge, skills, and abilities

1. Ability to collect, analyze, and summarize data reports for a variety of audiences.
2. Possess an understanding of community development, property management, code enforcement and/or building codes.
4. Excellent skill in Microsoft Word & Excel, and knowledge of other Microsoft products; familiarity with GIS preferred.
5. Ability to effectively learn and utilize specialized database applications such as ePropertyPlus.
6. Ability to effectively communicate in both written and verbal forms and work well with a diverse group of people.
7. Ability to multi-task, prioritize and change those priorities as necessary.
8. Ability to physically participate in property visits/inspections, carry items weighing up to fifteen pounds, and explore vacant and abandoned structures in a variety of conditions.

Education, Experience, and Licensing Requirements

1. High school diploma, GED, or equivalent
2. Bachelor's degree or equivalent experience preferred.
3. 3-5 years' experience in real estate or sales a plus
4. 1-3 years' management experience
5. Experience with Public Housing/Section 8 and HUD regulations.
6. Solid knowledge of office software such as Microsoft Outlook, Excel, and Word

Working Conditions

The work environment is dynamic as tasks will be performed in an office setting and external sites. Responsibilities will require some time traveling to, and being at, these external sites and can result in occasional exposure to unusual elements such as temperature, unpleasant odors, loud noises, etc. Job requires sitting, walking, standing, bending over, and lifting/holding/carrying objects found

in an office environment and in a variety of distressed properties. In addition, occasional work on weekends or after hours in response to emergencies at properties is required. Intermittent or cyclical work pressures are periodically experienced.

Additional Details

This is an exempt, full-time position. Office hours are generally 8 AM to 5 PM. Compensation: \$45,000 to \$60,000 plus paid time off, health/life/disability insurance and 7% 401 (k) retirement match.

Please send cover letter, salary requirements and resume to: Sidney Ellis, Executive Director, sidney.ellis@kalamazoolandbank.org by 5:00 p.m. on Friday, May 3, 2023.