

Director of Property Management and Compliance New Jersey Community Development Corporation

New Jersey Community Development Corporation (NJCDC) is a multi-faceted community development and social service agency providing services to men, women, and children in need. Reporting to the Director of Planning and Real Estate, the Director of Property Management and Compliance is responsible for managing NJCDC's various residential, commercial, and school properties. The Director of Property Management and Compliance shall oversee lease-up, rent collection, arrears collection, apartment turnovers, facilities maintenance, compliance and tenant files for NJCDC's various housing and rental assistance properties and programs, as well as, organizational documents for NJCDC's related entities.

Essential Duties

- Manage lease-up, rent collection, arrears collection, apartment turnovers, facilities maintenance, compliance and tenant files for NJCDC's residential, commercial, and school properties.
- Prepare monthly property management reports detailing rental income, tenant arrears, utility and maintenance expenses, work orders, vacancies and apartment turnovers
- Oversee the Senior Facilities Manager and facilities staff to monitor tenant maintenance and repair matters for inclusion into the monthly reports
- Manage all tenant files including leases, subleases, income re-certifications, rent calculations, payment plans, and compliance with funding guidelines
- Perform agency and program compliance monitoring for U.S. Department of Housing and Urban Development Programs, State Department of Community Affairs Programs, Shelter + Care, Housing First, State Rental Assistance and Housing Choice Voucher Programs
- Prepare quarterly and annual grant and loan administration reports for Housing and Mortgage Finance Agency, Neighborhood Revitalization Tax Credit Program, New Jersey Historic Trust, and Federal Home Loan Bank
- Oversee submission of monthly program reimbursement requests for rental assistance programs
- Issues notices to tenants in the event of lease violations
- Coordinate with outside counsel when necessary for eviction or other legal action
- Work closely with the Residential Programs Department to assist tenants with adhering to applicable program guidelines and payment plans
- Conducts monthly meetings for each of our projects with the Director of Planning and Real Estate, Director of Residential Programs, Senior Facilities Manager, fiscal staff and supportive service staff
- Other duties as assigned

Job Requirements

- Bachelor's Degree in a relevant field (Master's Degree preferred)
- Three years of experience in management of residential properties including oversight of rent collection and arrears, apartment turnovers, and facilities maintenance
- Three years of experience managing staff
- Knowledge of rental voucher compliance requirements
- Previous work experience with special needs populations and affordable housing development preferred
- Project management skills

- Valid NJ Driver License
- Strong organizational skills, self-starter, and ability to work independently
- Computer literate with proficiency in MS Word, Excel, and Outlook
- Good interpersonal, verbal, and written communication skills
- Ability to make administrative and procedural decisions
- Ability to work diplomatically with colleagues, customers and agencies
- Ability to multi-task

Compensation

NJCDC will offer a competitive salary and benefits package commensurate with a candidate's background, skills, and promise.

If Interested In Applying For This Position

E-mail your resume with a thoughtful cover letter telling us about yourself, your skills, and experience. E-mail to mcassidy@njcdc.org

About New Jersey Community Development Corporation

New Jersey Community Development Corporation (NJCDC) is a non-profit community development and social service agency located in the City of Paterson with a mission of creating opportunities to transform lives. We employ over 100 individuals performing a wide variety of community development, youth development, educational, supportive housing and social service functions, collectively impacting hundreds of lives each day. You can find out more about us by visiting www.njcdc.org.

NJCDC is an Equal Opportunity Employer.