



JOB TITLE: Director of Property Management
REPORTS TO: Chief Asset Manager
HOURS: Full time, hours vary to meet operational needs
FLSA STATUS: Exempt

PROGRAM DESCRIPTION AND JOB SUMMARY

Are you a seasoned leader of property management professionals, with a history of leading these teams to achieve great business results? As a leader, are you driven by ensuring that you and your team make a meaningful and lasting difference in our community? If so, please consider joining The Primavera Foundation's Property Management team!

The Primavera Foundation is a non-profit agency that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. The properties team is responsible for the acquisition, management, maintenance, and disposition of Primavera's properties and vehicles. The Director of Property Management is responsible for the oversight of all aspects of property management for 115 transitional and permanent residential housing units and 17 family shelter units at seven different locations, operated by four staff members, and owned by the Primavera Foundation. The successful candidate will be a driven, diplomatic, and proactive professional who thrives on change and innovation, has a positive influence on others, is results-oriented, adheres to high standards, and demonstrates top-notch people skills and leadership in action.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by senior leadership):

- Overseeing all aspects of successful property management including, the leasing of units, the screening and application process, rent collection, resident charges, legal fees, payment plans, the eviction or termination processes, the timely preparation of vacant units for lease, and resident certifications/re-certifications.
- Ensuring policies and procedures are implemented in compliance with the Landlord Tenant Act, Section 8, Fair Housing practices, and funding sources such as Housing and Urban Development (HUD).
- Ensuring all tenant files are accurate and fully in compliance.
- Preparing and maintaining required and necessary reports, paperwork, and office records.
- Ensuring resident accounts are accurate in the property management software database and accounting ledger books.
- Ensuring property performance goals are achieved on a quarterly and annual basis.
- Ensuring required data is collected per Primavera's needs and those of outside funders.
- Ensuring adherence to property budgets.

- Hiring, training, supervising, evaluating, and supporting Resident and Leasing Managers.
- Providing effective leadership, supervision, and support to staff to ensure operational efficiency of properties.
- Working with Programs staff to evaluate, create, implement, and enforce policies and procedures.
- Monitoring buildings and grounds for cleanliness, health, safety, and curb appeal.
- Assisting with the implementation of asset management and operational plans.
- Implementing marketing plans to ensure occupancy rates are maintained.
- Representing Primavera's housing properties and acting as a liaison with other agencies and community partners
- Assisting with the development and maintenance of community relationships with groups such as neighborhood associations.
- Attending meetings as required.
- Adhering to and demonstrating Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Performing other duties as assigned by leadership.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Fair Housing/Landlord Tenant Act requirements and basics of property management.
- Understanding and ability to exemplify the organization's mission, which is to promote economic and social justice while working to build a future in which all people are assured basic human rights, a livable income, and safe, affordable housing.
- Understanding and ability to demonstrate Primavera's guiding principles, including integrity, respect, accountability, compassion, and leadership.
- Ability to work with diverse populations, to foster inclusion and harmony.

MINIMUM QUALIFICATIONS

- Minimum of three years supervisory experience/successful leadership of subordinates in the property management field.
- Proficiency with computer systems and software including but not limited to Microsoft Word and Excel, and email
- Excellent time management and organizational skills.
- Excellent verbal and written communication skills.
- Proficient accounting skills.
- Ability to obtain a fingerprint clearance card.
- Valid driver's license, proof of insurance, clean driving record, and access to a personal vehicle for use with work.
- Required to utilize a company cell phone and be responsible for responding to occasional on-site emergencies, including after normal working hours, weekends, and/or holidays.

PREFERRED QUALIFICATIONS

- Knowledge of low-income/homeless services and issues.
- Knowledge of regulations such as HOME/HUD/Section 8.
- Proficiency with property management software program(s).
- Experience managing multiple dwelling unit/multi-family housing properties and supervising staff in multiple locations.

- Bachelor's degree or certification in related field.
- Accredited Residential Manager (ARM) certification.
- First Aid/CPR certification (or ability to obtain with 12 months).

PHYSICAL ENVIRONMENT/CONDITIONS

- Indoor office environment, as well as outdoor property environment, with moderate noise levels.
- Ability to work at a desk for several consecutive hours, as well as ability to tour and inspect properties, including ability to bend, stoop, and lift up to 30 pounds.
- Visual acuity to discern information from data and reports and dexterity to enter information into spreadsheets, reports, and programs.

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter and resume to jobs@primavera.org