



PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY

JOB DESCRIPTION

151 W. 40th Street
Tucson, AZ 85713

Job Title:	Leasing Manager
Reports To:	Director of Property Management
Hours:	Full time, varied to meet the needs of the position
FLSA Status:	Non-exempt

PROGRAM DESCRIPTION AND JOB SUMMARY

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 Leasing Manager is responsible for providing a safe, healthy, and professionally-maintained residential environment in assigned Primavera properties. The Leasing Manager ensures that units remain rented to eligible residents, that rents are paid, collected, and processed in a timely manner, that all rental agreements/procedures/processes meet specific criteria, and that Primavera's commitment to safe, affordable housing is fulfilled in alignment with the agency's mission and guiding principles. The successful candidate or incumbent will be highly-structured, detail and quality-oriented, driven for results, analytical, and a skilled, creative problem-solver, as well as an individual who is passionate about making a positive difference for individuals in the Tucson community.

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

- Receive and process applications for residency.
- Certify prospective residents as to income eligibility.
- Complete resident file paperwork and ensure files are in compliance at all times.
- Responsible for keeping all units leased.
- Orient new residents to the property and surrounding neighborhood.
- Receive rent payments, issue receipts, and maintain account balances in ledger sheet format and in the BostonPost accounting database.
- Maintain an active wait list and files of current and former residents for assigned properties.
- Prepare, maintain, and distribute required reports and office records.
- Assist with compliance reports, inspections and site monitoring by funding sources.
- Prepare and deliver resident notices and other correspondence.
- Inspect units monthly in conjunction with Pest Control Services and Maintenance Inspections.
- Conduct "move-in" / "move-out" inspections and ensure cleaning of units to provide ready condition.
- Ensure apartments are maintained; perform some minor repairs; communicate additional repair and maintenance requests to the Maintenance department, and follow up to ensure completion. Oversee maintenance of the grounds, sidewalks, and parking lot.
- Assist residents in obtaining needed services and handle in-kind donations for the site.
- Address community concerns and resident issues together with program staff.
- Enforce rental agreements and compliance issues (including clean and sober living) specific to each resident.
- Enforce Landlord & Tenant Act rules and regulations, including the eviction process, as applicable to each property.
- Maintain security of the building, overall property, parking lot, and adjacent grounds.

- Maintain and inventory MSDS information and first aid supplies, along with required cleaning and office supplies. Fill out purchase order requests for supplies monthly and submit to Director of Property Management for approval.
- Maintain community integrity utilizing professional leadership qualities.
- Provide support to other property sites as needed.
- Attend meetings and trainings as required.
- Other duties as assigned by leadership.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Excellent verbal, written, and telephone communication skills, and math skills.
- High level of organization and detail-orientation.
- Computer skills (Word, Excel, E-mail, Internet, and ability to learn and successfully use rental/accounting software).
- Ability to perform well in a fast-paced work environment.
- Knowledge of Fair Housing regulations, Landlord & Tenant Act regulations, OSHA, and ADA compliance.
- Ability to work effectively with diverse individuals and groups.
- Working experience with homeless and/or low-income populations.
- Complete understanding and agreement with personal boundary concepts.
- Experience with cleaning equipment and supplies and their proper storage.
- Familiarity with inventory control concepts and issuing purchase order requests.

MINIMUM QUALIFICATIONS

- Minimum three years related work experience.
- Experience working independently and successfully without direct on-site supervision.
- High School Diploma or equivalent.
- Carry/utilize a company cell phone and be responsible for responding to on-site emergencies, including after normal working hours, weekends, and holidays.
- Valid Arizona Driver's License, proof of clean 39-month driving record, and access to a personal vehicle for use at work.
- First Aid and CPR certification (or ability to obtain).
- Fingerprint background clearance (or ability to obtain).

PREFERRED QUALIFICATIONS

- Bachelors Degree from an accredited institution, and/or
- Prior property management experience
- Prior experience with HUD programs such as HOME and SHP including income eligibility requirements and rent limits.
- Prior experience with property management software.
- Knowledge of and experience enforcing Landlord & Tenant Act Regulations.

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 50 pounds, occasionally performing strenuous tasks.
- 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.