

**MONROE GROUP****Regional Property Manager**

Northeast United States

*Join a growing organization that supports and strengthens the low-income housing communities across the country. Founded in 1981, Monroe Group is a privately held corporation headquartered in Denver CO. It has grown to become one of the country's fastest-growing affordable housing property management companies with a portfolio of more than 50 multi-unit properties with over 4,800 units in 15 states across the country serving families, seniors and persons with disabilities. Monroe Group believes that each employee contributes directly to the growth and success of the company, and that our employees are our most valuable asset. We take pride in fostering long-term relationships with our employees by providing them with competitive salaries, excellent benefits, career development and training.*

**POSITION SUMMARY**

Regional Property Manager (RPM) oversees the day-to-day operations of the Northeast Regional Portfolio by implementing policies, procedures and practices to enable each property to meet budgeted financial goals and achieve operational performance objectives. This portfolio is comprised of properties financed with diverse funding streams including federal low-income housing tax credit program, Project Based Section 8, and other affordable income restricted/low-income housing financing. RPM provides direction and leadership to a growing team of community management teams. This position reports to the Vice President of Operations.

**ESSENTIAL FUNCTIONS**

- Provides overall direction and supervision of day-to-day property management with oversight responsibility for management of the properties within the geographic region.
- Ensures timely and accurate reporting for Northeast portfolio including vacancy and budget variances, staffing needs, upcoming inspections and others, as needed.
- Regularly visits site offices, inspects field operations and reviews periodic reports from community managers to determine progress of occupancy and maintenance projects.
- Monitors and ensures adherence to all policies and procedures related to compliance with the Landlord Tenant Act, Section 8, Fair Housing practices, LIHTC, and funding sources such as Housing and Urban Development (HUD); works closely with National Compliance Managers (NCM) to ensure compliance issues are addressed in a timely manner.
- Responsible for resolving resident relation issues and escalated complaints from residents.
- Inspects properties to ensure the highest standards are maintained; evaluates maintenance, grounds, and housekeeping operations in areas of efficiency. Conducts periodic inspection of vacant apartments for market-ready condition in cooperation with National Maintenance and Safety Manager.
- Assists in or develops corrective programs for properties, when needed.
- Supervises and coordinates preparation of annual operating and capital budgets; monitors and makes recommendations on budget performance and prepares monthly or quarterly summary report of same.
- Trains and ensures Community Management Teams are utilizing OneSite efficiently.
- Other duties as assigned.

## Regional Property Manager

Northeast United States

### REQUIREMENTS

- Bachelor's Degree from an accredited university.
- Required to travel to 75%.
- Knowledge of Federal, State and Local Policies, and Fair Housing policies affecting low-income, Section 8 property management preferred.
- Excellent written, oral communication and presentations skills.
- Ability to manage effective teams and develop strategic solutions.
- Knowledge of financial management.
- Ability to understand and respect values, attitudes, and beliefs that differ across cultures and to respond appropriately to these differences with participants and in planning, implementing, and evaluating programs and services.
- Proficiency in MS Office Suite and knowledge of OneSite.

### BENEFITS

- Five (5) different health plan options
- Dental and Vision
- 401(k) with dollar for dollar up to 4% match
- Company paid Term Life and Long-Term Disability
- Paid Vacation
- Paid Sick
- Paid Holidays

Monroe Group is committed to diversity in its workplace, and applicants from all backgrounds are encouraged to apply.