

## About Community Housing Network

Community Housing Network (CHN) is a nonprofit organization committed to providing homes for people in need through proven strategies of homeless prevention, housing assistance, affordable housing development, community education, advocacy, and referrals. Since 2001, CHN has served as the leading housing resource nonprofit organization in southeast Michigan and serves thousands of families and individuals annually who are facing homelessness, people with disabilities, low-income households, and other vulnerable Michigan residents.

***Community Housing Network is Opening Doors and Transforming Lives*** through a work environment dedicated to empowering a work/life balance success through our Core Values: Inclusion, Integrity, Innovation and Passion.

CHN is committed to cultivating and preserving a culture of inclusion and connectedness which includes:

- Creating a more diverse, equitable, and inclusive workplace to provide better services for participants and staff.
- Utilizing a trauma informed approach to build rapport with vulnerable populations.
- Making available educational resources related to diversity, equity, and inclusion, all the while providing a platform for conversation.

Community Housing Network provides excellent employment opportunities with competitive salaries and a comprehensive benefit package. All full-time employees enjoy a rich package of benefits including:

- Health Insurance
- Dental
- Vision
- Health Care and Dependent Care Flexible Spending
- 401k
- Life Insurance
- Long Term Disability Insurance
- Voluntary Products: Aflac, Short Term Disability Insurance, Life Insurance
- Generous Vacation and Medical Leave Time

Community Housing Network is an equal-opportunity employer recognized by the Detroit Free Press as a Top 100 Workplace and honored as a Crain's Cool Place to Work.

## **Property Manager**

Department: Real Estate

Reports to: Manager of Property & Asset Management

Employment Status Classification: Full Time, Exempt

Salary Range: \$40,000 - \$45,000

## **Job Description Summary:**

The Property Manager is responsible for assuring the federal, county, and municipal funding regulations attached to the managed entities adhered to meet all deadlines. Will provide budget oversight and management for various entities of Community Housing Network (CHN) properties.

## **Essential Functions:**

- Responsible to maintain up to date, accurate, occupancy certifications, leases, and other applicable paperwork.
- Interpret and enforce lease provisions.
- Sustain compliance with all applicable procedures and contracts.
- Collaborate with maintenance to assure annual budgets stay on track.
- Develop annual budgets with department supervisor and accounting team.
- Maintain positive working relationships with tenants, service providers, licensing and regulatory agencies, funders, municipalities, inspectors, and contractors.

## **Qualifications and Skills:**

- 2- 5 years of compliance experience: Housing and Urban Development (HUD) 811, Section 8 (Housing Choice Vouchers), HOME funds
- HUD compliance specialists preferred: Certified Occupancy Specialist (COS), Certified Occupancy Specialist Advanced (COSA), Enterprise Income Verification Specialist (EIVS), HOME Compliance Specialist (HCS), Management and Occupancy Review Specialist (MOR)
- Low Income Housing Tax Credit (LIHTC) compliance experience preferred
- Tax Credit Specialist (TCS) preferred
- Valid real estate license or ability to obtain one upon hire
- Proficiency with Real page/One site affordable housing software
- Proficiency with Office 360 suite: Excel, Word, Outlook Teams, One drive
- Must be deadline focused and be able to pivot quickly
- Highly responsive to all customers and tenants, both internal and external
- Must be able to work as a part of a team
- Motivated to assure work is both high quality with attention to detail and completed on time

- Must be organized, accountable and dependable
- Must be highly organized with excellent time management skills
- Excellent oral and written communication skills
- Ability to work in a fast-paced environment
- Ability to obtain and maintain Recipient Rights Training within 30 days of hire
- Ability to complete all corporate trainings monthly
- Participation in the company emergency after hours on-call program
- Evening and weekend work, when necessary
- Requires travel throughout Oakland, Macomb, Wayne counties
- Valid driver's license
- Personal automobile coverage limits minimum: Bodily Injury \$100,00 each person, \$300,000 each occurrence Property Damage \$100,000 each occurrence.

**Travel:**

CHN reserves the right to require a motor vehicle record check with respect to any employee where driving is an essential function of the position.

**Work Environment and Physical Demands:**

- This is a hybrid position, a minimum of 2 days/week required in the office.
- To work from home, candidate must have a home office that allows for privacy.
- Primary functions of this job are sedentary and often requires the ability to be active, including walking, standing, bending, climbing stairs and lifting; this position also requires activities of commuting to the corporate office, driving to conduct inspections and obtain lease and certification paperwork, attending off-site meetings, trainings, and organizational events.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

**To Apply, Click Here:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101\\_000001&jobId=450906&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101_000001&jobId=450906&source=CC2&lang=en_US)