

BROOKLINE HOUSING AUTHORITY PROPERTY MANAGER

The Brookline Housing Authority (BHA) is a high-performing, mid-sized Public Housing Authority that seeks a Property Manager to join a six-person, highly collaborative property management team, which oversees a total portfolio of more than 900 units.

Job Duties Include:

- Coordination of unit turnover.
- Coordination of annual and interim rent recertifications and tax credit certifications.
- Unit, building, and grounds inspections. Coordination of scheduled maintenance work.
- Lease enforcement, including legal action.
- Meetings with resident groups.
- Resident social service coordination and referral.

Qualifications:

- Experience in property management.
- Capacity to maintain strong, positive working relationships with BHA colleagues, residents, and partner organizations.
- Knowledge of Massachusetts tenant/landlord regulations as well as HUD, DHCD, and tax credit regulations.
- Strong organizational, written and verbal communication, and networking skills. Driver's license.
- Bachelor's degree in business administration, public administration, or related field and a minimum of four (4) years of experience in property management, with experience in public and/or affordable housing preferred. An equivalent combination of education and experience may be considered.

Selection Process, etc.

Please submit a cover letter detailing your qualifications along with a resume to:

jobs@brooklinehousing.org. No phone calls or letters. **Deadline: Friday, January 10, 2020, 4:00 PM.** Full job description at www.brooklinehousing.org.

BHA offers a competitive salary and strong benefits package, including state GIC health insurance and a defined-benefit pension. This is a union position.

The BHA is an equal opportunity/affirmative action, Section 3 employer. Females, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.