



CITY HEIGHTS

Community Development Corporation

JOB POSTING – NON PROFIT ORGANIZATION PROPERTY ASSETS AND OPERATIONS DEPARTMENT DIRECTOR

City Heights Community Development Corporation (CHCDC) is a non-profit community based development organization founded by residents over 28 years ago. CHCDC owns and operates directly or as managing general partner over 50 rental properties providing quality affordable apartment homes to 750 families. These families and their neighbors are our core constituency and these properties distributed throughout the many designated neighborhoods of City Heights and adjacent Mid City neighborhoods act as catalysts for resident economic uplift and neighborhood and property improvement investments.

For further information go to www.cityheightscdc.org

JOB DESCRIPTION:

POSITION TITLE: Property Assets and Operations Director

STATUS: Exempt, At Will, Full Time, Salaried

REPORTS TO: Executive Director

SUPERVISES: Property Assets and Operations Department Staff including CHCDC Property Manager, Property Operations Analyst, Resident Manager (Tax Credit Property) and Maintenance Supervisor

GENERAL JOB DESCRIPTION SUMMARY

The Property Assets and Operations Department Director is responsible for supervising and monitoring the property and asset management of CHCDC's owned and affiliated low-income rental developments to ensure that properties which are either self-managed or managed by contract management agents:

- are financially healthy and stable;
- are maintained to the highest standards to preserve the assets, enhance their neighborhoods;
- comply with all statutory and funders' regulatory requirements;
- meet CHCDC's social and community development goals to both revitalize neighborhoods and help low-income households living in the developments to attain self-sufficiency;
- meet CHCDC's performance standards; and
- provide long-term affordable housing resources in the City Heights neighborhood.

The Property Assets and Operations Director is responsible for:

- providing asset management for tax credit project limited partnerships and CHCDC owned properties;
- fulfilling responsibilities as managing general partner;
- interacting with Finance Department on asset management;
- supervising property managers and assigned staff;
- ensuring all compliance reports inspections are completed in accordance with regulatory agreements;
- monitoring and coordinating with contracted property management agents for properties not managed by in-house staff;
- implementation of CHCDC's Maintain City Heights NICE (Maintenance) program; and
- participating with CHCDC's designated property development team in the acquisition, design, budgeting, financing and rehabilitation related to property development.

The successful candidates will need to be able to oversee a number of complex programs; supervise a diverse workforce; prepare and implement budgets; maintain accountability for budget targets; create and implement property improvement plans; work proactively with advisory and oversight committees and the Executive Director; participate on the senior management team to set priorities, staffing, budget and work plans and define future directions for the department and organization; possess enhanced leadership skills and experience to motivate and obtain optimum results from staff and volunteers.

QUALIFICATIONS

1. College degree or equivalent experience in related field preferred
2. At least five years of residential property management experience, including at least five years in a supervisory capacity.
3. In-depth experience and knowledge of fair housing law and public subsidy programs, including tax credit project management, certification, compliance and reporting requirements.
4. Knowledge of asset management roles and responsibilities.
5. Experience in creating, implementing annual operating and capital improvements budgets.
6. Experience in supervision and evaluation of staff.
7. Must possess intermediate to advanced computer skills including use of MS Office, Word, and Excel, use of email and internet.
 - Knowledge of property management software (Property Ware or equivalent)
8. Other requirements:
 - Must have CA Drivers License, reliable vehicle, and valid auto insurance.
 - Strong verbal and written communication skills.
 - Strong ability to supervise and develop subordinate staff.
 - Strong analytical and computational skills.
 - High ethical standards and values.
 - Commitment to CHCDC Mission, Vision, Values and Goals
 - Strong interpersonal skills, patience, and the ability to establish effective rapport and working relationships with a variety of people with diverse economic, social and ethnic backgrounds.
 - Ability to manage conflict and high pressure situations.
 - Demonstrated ability to interface with other organizational partners in networking and collaborations and formal partnerships with community and other business partners, Board, and staff.
 - Understanding and familiarity with building systems and maintenance procedures.
9. Other helpful qualifications:
 - Bilingual, especially Spanish speaking
 - Experience with non profit housing organizations and/or Community Housing Development Organizations
 - Experience in social enterprise development and operation
 - Working knowledge property management systems
 - California real estate broker/sales license and/or contractor's license.

City Heights Community Development Corporation (CHCDC)
is an Equal Employment Opportunity/Affirmative Action Employer (EEO/AE).

**To make application, please provide brief letter of interest and resume to:
Paul Van Dolah at pvandolah@earthlink.net**