



## Rental Housing Manager Job Description

Beyond Housing is a nonprofit community development organization dedicated to creating a stronger, more equitable St. Louis for all. Our comprehensive model is built on the understanding that strengthening families and transforming communities requires a comprehensive, multipronged effort. Our work is focused within the 24:1 Community—an area comprised of multiple municipalities within the Normandy Schools Collaborative. For more information about the organization visit: [www.beyondhousing.org](http://www.beyondhousing.org)

**Position Summary:** The Rental Housing Manager oversees the day-to-day management of a diverse rental portfolio of 400+ scattered site single family homes, 2 senior living buildings with 95 apartments, and a 114 unit multifamily apartment complex. Portfolio consists of a mix of market, LIHTC, and HOME fund units. Property management is one of three sub-departments of Rental Housing, which also include Housing Resource Coordination and Maintenance.

### **Responsibilities include, but are not limited to:**

- Lead a team of 3 Property Managers and Compliance Manager.
- Manage rental housing budget within approved annual budget.
- Coordinate with Maintenance and Housing Resource Coordination to achieve the organization's housing strategies.
- Participate in the Beyond Housing Strategic Planning teams to influence departmental and organizational goals.
- Set, monitor, and ensure alignment with department expectations relating to occupancy, compliance, maintenance, and delinquency.
- Ensure compliance with LIHTC, HOME, STLCO, and other state and local authorities.
- Develop and reinforce proper use of systems, reports, policies, processes, and procedures.
- Provide monthly portfolio performance reports.
- Manage resident accounts receivable.
- Serve as main contact for third-party housing partners
  - Coordinate all Housing Authority correspondence, including rent portion changes and inspections.
  - Coordinate all MHDC, SLEFI, and HAP correspondence for site visits and file audits.
- Ensure successful resolution of resident issues and grievances.

### **Core Competencies:**

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.

- Driven -- Passion for the work and an interest in continuous learning and improvement.

**Preferred Experience and Qualifications:**

- Bachelors degree preferred.
- 5 year minimum Property Management experience.
- 3 year minimum supervisory experience.
- Knowledge of LIHTC and HOME compliance, HCCP designation preferred.

**Skills & Attributes:**

- Previous work experience with property management software (appfolio/yardi/or similar) and Microsoft applications.
- Able to motivate and manage a team.
- Strong drive to develop and implement improvements, efficiencies, and best practices.
- Professional verbal and written communication.
- Attention to detail.
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands, and meet deadlines.
- Knowledge of all applicable laws, regulations, and LIHTC compliance.

**Supervisor:** Senior Director of Housing

**Supervises:** None

**Salary and Benefits:**

- Benefits: Full-time hourly position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- Salary: \$55,00-\$60,000

**Application Instructions:**

**Please send resume, cover letter, and salary expectations in MS Word format to [HR@beyondhousing.org](mailto:HR@beyondhousing.org)**

*Beyond Housing believes that each individual is unique, and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.*

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*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.*

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

**Diversity & Inclusion Statement** At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.