



Property Manager – Rosie Shields Manor Job Description

Overview: 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

Position: The (Rosie Shields Manor) Property Manager oversees the day-to-day management of a 52-unit senior apartment building and an additional portfolio of 150+ scattered site single family homes.

Duties include:

- Complete move out process per protocol.
 - Perform final walk-through inspection
 - Notify maintenance to secure and turn unit
 - Coordinate with Leasing Specialist to fill vacancy
- Once an application has been approved, PM will schedule a move in date, execute the lease agreement, and conduct an orientation to guarantee
 - appropriate use and care of the home
 - a detailed background of services offered organization wide
 - conduct a needs assessment to identify resources needed.
- Perform day to day management tasks for designated caseload:
 - Manage delinquent rent accounts
 - Apply resident related charges and ensure accurate tenants ledgers.
 - Promptly respond to rental disputes, balance inquiries, or other concerns.
 - Ensure residents are in compliance with Lease Agreement and House Rules.
 - Conduct annual home visits to ensure resident is in compliance and maintaining a safe and sanitary home.
- Collaborate with Vetter Place Apartments- Property Manager and Housing Resource Coordination to provide transformative senior and family related services and events to: improve quality of life, self-sufficiency, and housing stability; and reduce senior isolation.
- Coordinate regularly-held resident town-hall meetings, special events, engagements, and partner visits.
- Arrange senior outings, based on resident preference.
- Schedule health, wellness, and nutrition classes; exercise programs and activities.
- Coordinate with partner agencies that provide rent and utility assistance.
- Arrange for annual health screens on-site.
- Promote the use of on-site fitness center and library.
- Arrange access to a local food pantry or meal service delivery.
- Refer residents to other service providers when necessary.

Qualifications:

- Bachelor's degree preferred.
- 3-year minimum Property Management experience.
- Knowledge of LIHTC and HOME compliance.
- Valid class E license.

Skills & Attributes:

- Previous work experience with property management software (appfolio/yardi/or similar) and Microsoft applications.
- Professional verbal and written communication.
- Attention to detail.
- Strong organizational skills.
- Knowledge of all applicable laws, regulations, and LIHTC compliance.

Supervisor:

- Rental Housing Manager

Salary and Benefits:

- Full-time hourly position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- Salary \$45,000

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org. For more information on Beyond Housing, visit www.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.

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.