



JOB ANNOUNCEMENT

Property Manager – Affordable Housing/Supportive Housing

Unit: Asset & Property Management

Job Status: Exempt

Employee Type: Full-time/35 hours per week

Fifth Avenue Committee (FAC) is a 45-year-old nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America, Hispanic Federation and National Association of Latino Community Asset Builders (NALCAB) member whose mission is to advance economic, social, and racial justice in New York City through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future.

FAC, directly and in concert with our two non-profit affiliates, Brooklyn Workforce Innovations (BWI) and Neighbors Helping Neighbors (NHN), works to transform the lives of over 5,500 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

To achieve our mission, FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents and tenants, offers student centered adult education, and combats displacement caused by gentrification. FAC's growing Asset and Property Management Unit manages over 600 units of affordable, mixed-income and mixed-use and community facility properties over 49 buildings, with over 30 commercial and community facility spaces, and 30 separate corporations with over \$260 million in assets financed through a range of federal, state and local government and private financing including low-income housing tax credits and supported by Section 8 and other government subsidy programs in a portfolio that is anticipated to grow more than 25% in the next 5 years. FAC currently has supportive and senior housing buildings which are home to over 200 formerly homeless and low-income income tenants, including many with special needs. The supportive and senior housing properties have on-site third-party social service providers and front-desk staff. Learn more about Fifth Avenue Committee, our affiliates, and our strategic plan at www.fifthave.org

Responsibilities:

Under the supervision of the Director of Asset & Property Management and working closely with the Resident Social Services staff, the primary responsibility of the Special Needs Property Manager is to provide property management services to the Supportive Housing Properties in the performance of all aspects of Asset and Property Management. Duties include but are not limited to:

- Effectively, confidentially, and respectfully interact with residents/tenants and affordable housing applicants. Interact with tenants to foster ongoing relationships.
- Follow-up with tenants to ensure property management service requests are completed appropriately and to their satisfaction.



- Coordinate with on-site Social Service Providers to prepare Monthly reporting through CAPS and Marketing of vacant units including Project Based Vouchers Section 8 for applicants and tenants.
- Coordinate monthly meetings with on-site social service providers to review tenant arrears and lease violations and develop and implement plans jointly to address/resolve tenant issues, prepare for HQS inspections and site visits and audits by funders.
- Perform and track service requests, following up with the appropriate property management field staff, front desk and/or appropriate social service staff, as needed.
- Tracking of rent collection, delinquency rents, and subsidy payments.
- Preparation and track renewal lease and vacancy leases.
- Prepare and track all legal cases, providing necessary documentation to the attorneys and subsidy providers.
- Preparation, scheduling, and collection of documents for the completion of all Annual Income Certifications.
- Assist with all asset and property compliance requirements.
- Maintain an efficient filing system for easy access to files.
- Other duties as assigned.

Qualifications:

- Three years' experience in the Supportive Housing Property and/or related housing role (non-profit experience is a plus) with relevant certifications preferred.
- College degree or relevant work experience required.
- Computer Literacy, knowledge of Microsoft Windows Office 365
- Knowledge of YARDI Systems Property Management Software a plus.
- Spanish speaking a plus
- Demonstrated excellent communication and organizational skills.
- Demonstrated commitment to low-and moderate-income communities and residents and FAC's mission to advance economic, social and racial justice.

Compensation:

Salary: \$59,000 to \$62,500.00 annually commensurate with experience. FAC offers a competitive benefits package including full health and dental insurance (1st of month following 60-day waiting period), life insurance, retirement savings plan, flexible spending and accrued paid time off including 18 vacation days and 12 paid holidays. Telecommuting is available up to two days per week.

How to Apply:

Please email cover letter and resume to jobs@fifthave.org indicating "Property Manager – Affordable Housing/Supportive Housing" in the subject line.

No phone calls, please.

***Fifth Avenue Committee is an equal opportunity employer (EEO).
People of color, community residents, and women are strongly encouraged to apply***