

**Position:** DIRECTOR OF PROPERTY MANAGEMENT  
**Job Location:** CHICO, CA - Northern California  
**Job Type:** EXEMPT  
**Reports To:** DIRECTOR OF PROPERTY MANAGEMENT  
**Salary:** \$75,000 - \$90,000 annually



### ABOUT THE ORGANIZATION

Our client is a private, non-profit 501(c)(3) corporation serving Butte, Glenn, Tehama, Plumas, Shasta, Sutter and Yuba counties. Since 1973, the organization has been assisting low-income and rural disadvantaged residents, seniors and others who lack financial resources or knowledge to improve or provide adequately for their housing. The organization has built more than 2000 housing units in its seven-county service area and is acknowledged as an innovator and leader in rural housing issues. Some examples of what our client does:

- Construct mutual self-help (sweat equity) housing and affordable multi-family apartment housing
- Manage rental properties built by the organization and properties owned by others (16 properties total)
- Provide education and services to residents
- Build and enhance communities

Our client is guided by a Board of Directors with an annual operating budget of \$1.5 million funded primarily by state, federal and local grants and contracts, and has 55 employees, many of whom have a long tenure with the organization. Its administrative offices are located in Chico, California (approximately 90 miles north of Sacramento). The city is home to beautiful 3,760-acre Bidwell Park, California State University-Chico, Sierra Nevada Brewery, and several innovative tech companies. Its nearly 88,000 residents enjoy a Mediterranean climate, rich agriculture, quick access to bodies of water and mountains, a high level of public safety and a strong school system. The average commute to work is less than 15 minutes. Chico also has a historic and vibrant downtown, farmers' markets, a lively art and music scene, and plenty of community and outdoor activities to enjoy.

### JOB SUMMARY

The Director of Property management will lead the business aspects of all company-managed rental properties, ensuring that they are professionally managed and meet the organization, lender, and regulatory standards of physical, financial, and social goals. This individual will build teamwork and systems within the Property Management Department; working effectively with other department managers and will provide leadership to the whole organization in line with the mission and culture of the agency.

### ESSENTIAL RESPONSIBILITIES

- Ensure that all company-managed properties are well maintained, economically viable and provide high value to tenants, partners, lenders and investors
- Ensure that the Property Management operations are profitable and economically sustainable
- Develop and lead a team of highly motivated central management and on-site professionals whose work is aligned with the organization's mission and the strategic goals of the company
- Create and implement a long-term vision for the Property Management operations
- Provide the primary connection between PM programs and the other programs and departments within the organization; ensure that the PM programs support and are supported by other programs and departments
- Be a champion of the organization's mission and programs at every opportunity

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

- Must hold a current, valid California Real Estate Broker's license or demonstrate ability to secure within six months of hire
- 7 years' experience in property management, 3 years in affordable housing
- Demonstrated leadership experience
- Ability to build trusting and respectful relationships internally and externally
- As a manager and leader, must possess the ability to work closely within the Management Team, Leadership Group, and other programs to sustain high levels of coordination, efficiency, and an environment focused on results, accountability, and the highest levels of service
- Ability to work with transparency, accountability, and taking responsibility for one's actions.
- Commitment to the concept of affordable/subsidized rental housing for low-income households.
- Good general management skills:

- Ability to lead, direct, motivate, and develop multiple employees
- Good fiscal and program managements skills:
  - Demonstrated history of sound financial management
  - Ability to prepare the department's budget, monitor revenue and expense, budget-to-actual, and make adjustments as necessary
- Ability to analyze all contracts to ensure compliance
- Ability to use a variety of decision-making styles to meet situational needs, and drive decision-making to the lowest appropriate level in the organization (ability to appropriately delegate responsibility)
- Ability to think critically and creatively and to problem-solve
- Ability to develop and carry out effective long term vision and plan
- Ability to work without constant direction and supervision while maintaining focus on overall goals
- Excellent administrative and organizational skills
- Comprehensive knowledge in landlord/tenant laws and regulations and property maintenance
- A working knowledge of federal, state and/or local government programs and processes
- Excellent communication skills, both verbal (individual and in groups) and written

### QUALIFICATIONS & EDUCATION

- High school diploma, GED, or the equivalent required, four-year College degree preferred
- Must have reliable vehicle, current valid California Driver's license and be insurable under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

### OTHER DESIRABLE QUALIFICATIONS

- Bilingual English/Spanish or English/Hmong
- Certificate of Property Management (CPM)

### COMPENSATION

**\$75,000 - \$90,000 annually**

### EMPLOYEE BENEFITS

**The following benefits are paid by the employer:**

- 100 % of employee's health Insurance
- 100% of \$25,000 Life insurance
- Agency provides 2 – 3% of the employee's salary towards a 403b
- 10 hours/month vacation leave (120 hrs/year) with an additional vacation day given each anniversary up to forty hours
- 8 hours of sick leave/month
- 12 paid holidays

### FOR CONSIDERATION, CONTACT:

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