



Property Management Director Position Announcement

ORGANIZATIONAL BACKGROUND:

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura, Santa Barbara and Los Angeles Counties. CEDC's core program areas are: the development and construction of for-sale and multi-family rental housing for very-low, low, and moderate income families; homeownership education, counseling, loan packaging and lending; property management; and community building and neighborhood revitalization.

An industry leader since 1981, CEDC has built 45 affordable housing developments totaling close to 1,700 ownership and rental units. It currently has an ownership interest in 1,121 rental units that it manages. CEDC has an annual operating budget of \$5,800,000 and the senior staff is extremely stable with a long tenure at the agency. CEDC implements a team management approach to its activities, with particular coordination between its property management, housing development and construction, finance accounting, and community building activities.

The organization currently employs 71 staff members, 39 of which are in Property Management. The annual corporate budget is approximately \$7.1 million.

Major Job Responsibilities

CEDC is seeking an experienced senior executive and property management professional as its Director of Property Management to direct the operations of its Property Management Department. The Director of Property Management is responsible for overseeing the management of all multi-family properties and ensures that the properties are properly managed and maintained consistent with the physical, financial and social goals, standards and requirements of CEDC, third party clients and regulatory agencies and funders. This position also works closely with other departments such as the Community Building and Neighborhood Revitalization and Real Estate Development to ensure the delivery of high quality, well-designed housing and resident services within Cabrillo's residential portfolio. This position will also interact with key external partners in the development and maintenance of strategic partnerships.

The Property Management Director reports to the Chief Executive Officer and is a key member of the management team.

KNOWLEDGE, SKILLS AND ABILITIES: The position's primary areas of responsibility include business planning, development of property management plans, annual operating budgets, staff development programs and compliance oversight for the entire rental housing portfolio of CEDC. As a member of the senior management team this role is engaged in the strategic planning process of the organization.

Specific duties and responsibilities include the following:

1. Oversee the property management rental housing portfolio ensuring that building operations are fiscally sound and achieving the financial performance goals, and ensure that the properties are well managed and maintained with the support of the Construction department.
2. Manage and direct the Property Management staff which includes hiring, supervising, training, coaching and professional development.
3. Ensure that all properties are managed, fiscally sound, leased and operated in compliance, including ADA, with all regulatory requirements; and ensure accurate, thorough and timely reporting to as well as, maintain positive relations with the California Tax Credit Allocation Committee (TCAC), the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture- Rural Development, the State Department of Housing & Community Development (HCD), the Internal Revenue Service, and other funders, regulators, investors and partners.
4. Coordinate and collaborate with the Community Building and Neighborhood Revitalization Team to develop resident leadership and provide resident services.
5. Collaborate with the Real Estate Development department to ensure that issues affecting property management are integrated into the design, development and underwriting of new development projects; and prepare management agreements, management plans, initial operating budgets, lease-up and marketing plans for all new projects.
6. Oversee the initial marketing and lease-up and transition to operation for new properties ensuring that all units are leased in compliance with the owner's and all regulatory requirements.
7. Review, analyze, interpret and summarize financial, occupancy, and other property operating reports in the portfolio.
8. Work collaboratively with the Chief Financial Officer (CFO) to prepare annual operating and capital improvement budgets and long-term management plans for all properties. Further, ensure timely completion and submission of financial reports to regulatory agencies, partners and investors. Ensure all new and existing vendor contracts are evaluated annually through the RFP process.
9. Review, analyze, interpret and summarize financial, occupancy and other property reports for presentation to the CEO, the CFO, and the CEDC Board of Directors.
10. Ensure that policies and procedures are in place and followed in an effort to promote and maintain positive relations with residents and community representatives.
11. Implement an effective business development and marketing strategy to secure third-party management contracts; and oversee and manage client relations.

QUALIFICATIONS

- Minimum five (5) years of increasingly responsible property management work experience at a management level
- Extensive affordable housing and Low-Income Housing Tax Credit experience
- Excellent administrative and organization skills; ability to lead and motivate staff
- Ability to communicate effectively, both orally and in writing
- Excellent public presentation skills
- Ability to work with diverse community groups
- Problem solving, strategic thinking and analytical abilities
- Knowledge of financing, federal and state affordable housing regulations, income eligibility determination, fair housing law, tenant-landlord law, maintenance, and property insurance
- Computer proficiency and familiarity with property management software applications
- Entrepreneurial approach
- Ability to balance economic needs of property management function with social commitment to residents
- Bilingual (English/Spanish) written and verbal

CANDIDATE PREFERRED ATTRIBUTES

- Bachelor's Degree or equivalent work experience. Strong leadership, management and supervisory skills; demonstrated ability to effectively manage a diverse employee base
- Nonprofit housing experience
- Experience with resident councils or limited equity housing cooperatives
- Certified Property Manager (CPM) designation and Certified Occupancy Specialist (COS)
- National compliance certification and State of California Department of Real Estate Broker's License
- Experience with ICAMS, YARDI or other property management reporting tools
- Sensitivity to the needs and concerns of low-income individuals
- Appreciation of and commitment to the mission of Cabrillo Economic Development Corporation

BENEFITS

Salary is based on experience, with a target of \$70,000-\$110,000. Plus, comprehensive benefits package that includes medical insurance with choice of HMO or PPO plan, dental, vision, paid time off, paid holidays, and an opportunity to enroll in a 403(b) retirement plan which includes an employer contribution.

APPLICATION PROCESS

Qualified candidates should e-mail a letter of qualification, salary history and resume attention to Krista Andresen at kandresen@cabrilloedc.org.

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER.