Title: Property Manager
Reports To: Vice President of Property Management
Department: Property Management
Location: Oakland, CA
Schedule: Monday – Friday; on-call evenings, weekends, and holidays as needed
Travel: Local travel may be required
Salary: $70,304 + 2 bedroom rent free on-site unit
Employee Status: Regular, Full-time, Exempt
Supervises: Assistant Property Manager, Janitor
Benefits:
Two weeks of paid vacation a year, sick time, 14 holidays, up to five floating holidays based on employee status, medical and dental benefits on the first of the month following 30 days of employment, life insurance policy at no cost to employee (with the option of increasing policy amount), flexible spending account for medical and dependent care costs, commuter benefits, 403(b) with employer match, and other benefits. We foster a joyful workplace and offer opportunities for professional development and growth.

Agency Summary

The Unity Council is a non-profit Social Equity Development Corporation with a 61-year history in the Fruitvale neighborhood of Oakland. Our mission is to promote social equity and improve quality of life by building vibrant communities where everyone can work, learn, and thrive.

Our programs aim to provide the community with the tools, knowledge, and resources to transform their lives and ultimately achieve their long-term educational, career, and financial goals. These holistic programs and services reach more than 11,000 individuals and families annually in five languages. Programs include: early childhood education, youth mentorship and leadership development, employment services, career readiness training, housing and financial stability, senior citizen services, affordable housing and neighborhood development, and arts and cultural events. Our work expands beyond the Fruitvale district and now reaches across Oakland and Contra Costa County. The Unity Council employs a diverse workforce of more than 340 people who reflect the linguistic, cultural, and ethnic identity of the communities we serve.

Position Summary

Under the supervision of the Vice President of Property Management, the Property Manager oversees all aspects of property operations, including leasing, compliance, maintenance coordination, budgeting, and resident relations. The Property Manager ensures the property meets performance goals for financial, physical, and regulatory compliance—particularly under LIHTC, VASH, and PBV programs—while fostering a safe, inclusive, and supportive living environment for all residents. The site includes Low-Income Housing Tax Credit (LIHTC) units, Project-Based Vouchers (PBV), and VASH-supported veteran households. The property provides permanent affordable housing to families and veterans, many of whom benefit from on-site supportive services and coordination with case management partners.

Key Responsibilities

Operational Oversight

- Provide day-to-day management of property operations to ensure a safe, clean, and regulatory-compliant living environment for all residents.
- Lead and supervise on-site team members, including the Assistant Property Manager, Resident Manager, Maintenance, and Janitorial staff.
- Prepare, manage, and monitor property budgets; regularly review financial reports and address any budget variances.

- Oversee the approval process for invoices, purchase orders, and vendor payments in collaboration with the Finance Department.
- Ensure accurate and timely maintenance of rent rolls, vacancy reports, and financial records using Yardi or other approved property management software.

Leasing & Occupancy

- Oversee all leasing functions, including applicant screening, move-ins, annual recertifications, and move-outs, in full compliance with LIHTC, VASH, and PBV program requirements.
- Maintain an accurate and up-to-date waiting list, ensuring compliance with the Affirmative Fair Housing Marketing Plan (AFHMP).
- Coordinate regularly with the City of Oakland Housing Authority and HUD VASH representatives to facilitate timely subsidy processing and ensure adherence to all applicable program guidelines.
- Perform pre-move-in, annual, and move-out unit inspections; ensure that any deficiencies are identified and resolved promptly to maintain housing quality standards.

Compliance & Reporting

- Ensure strict adherence to all regulatory agreements and reporting requirements, including those related to LIHTC, VASH, PBV, HOME, and other applicable housing programs.
- Complete and submit required documentation such as annual owner certifications, Housing Assistance Payment (HAP) requests, and compliance audit materials in a timely and accurate manner.
- Maintain well-organized and up-to-date tenant files in accordance with HUD, TCAC, and other relevant compliance standards.
- Prepare for and successfully navigate annual management reviews, audits, and inspections conducted by regulatory agencies, funding partners, and investors.

Resident Relations & Services Coordination

- Foster a welcoming, inclusive community atmosphere by responding promptly and professionally to resident concerns, complaints, and grievances.
- Enforce lease agreements, community policies, and house rules consistently, in full compliance with Fair Housing laws and ADA/Section 504 requirements.
- Work collaboratively with Resident Services staff and external partner agencies to connect residents—particularly veteran households—with resources that support long-term housing stability.
- Organize and participate in regular resident meetings, safety trainings, and community engagement activities to promote resident involvement and well-being.

Maintenance & Safety

- Oversee ongoing property maintenance activities, including preventive maintenance planning and capital improvement projects, in coordination with the Facilities Manager.
- Conduct routine site inspections to ensure buildings and grounds are well-maintained, clean, and free of safety hazards.
- Implement and enforce all safety protocols and emergency procedures; ensure safety and emergency response plans are current and accessible.
- Partner with maintenance staff and external vendors to ensure timely completion of work orders and compliance with the City of Oakland's Housing Quality Standards (HQS).

Supervision & Team Leadership

- Lead the recruitment, onboarding, training, and development of site-level staff, fostering accountability, skill-building, and professional growth.
- Conduct regular performance evaluations and establish clear, measurable goals aligned with departmental and organizational priorities.
- Cultivate a positive, inclusive, and mission-driven work environment that reflects The Unity Council's core values and commitment to equity.

After-Hours & On-Call Responsibilities

- Act as the primary on-call contact for all after-hours of emergencies involving safety, security, maintenance, or building systems.
- Respond promptly to urgent incidents such as fire alarms, power outages, elevators or plumbing failures, and resident emergencies.
- Coordinate with maintenance personnel, emergency vendors, and first responders to ensure timely and effective resolution.
- Accurately document and report all after-hours incidents, ensuring appropriate follow-up during regular business hours.
- Support the development, implementation, and ongoing maintenance of the property's Emergency Response and Preparedness Plan, including evacuation protocols and communication procedures.

Additional Responsibilities

- Perform additional duties as required.

Qualifications

- Minimum of three (3) years of experience managing affordable housing communities, specifically those governed by LIHTC, HUD, PBV, and/or VASH program requirements.
- At least two (2) years of experience supervising on-site property management staff, with a demonstrated ability to lead, mentor, and hold teams accountable.
- Solid understanding of Fair Housing laws, ADA/504 compliance, and reasonable accommodation processes.
- Familiarity with affordable housing regulatory frameworks and compliance standards, including TCAC, HUD, HOME, and HCD.
- Experience working with veterans and/or individuals with special needs is strongly preferred.
- Proficient in Yardi Property Management Software and Microsoft Office Suite (Word, Excel, Outlook).
- Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), or equivalent designation preferred; or ability to obtain certification within 12 months of hire.
- Excellent interpersonal, organizational, communication, and conflict-resolution skills; able to build trust with diverse resident and staff populations.
- High School Diploma or GED required. Associate or bachelor's degree in business, Real Estate, Property Management, or related field is preferred.
- Must be available for after-hours emergency response, including weekends and holidays.
- Occasional travel between properties or for off-site meetings and training may be required.

Physical Requirements

- Must be able to work on a computer for extended periods (up to 8 hours per day) and operate standard office equipment including computers, phones, copiers, scanners, and fax machines.
- Frequently required to sit, stand, and walk for extended periods, including navigating stairs within multi-level residential buildings.
- Occasionally required to bend, kneel, stoop, or reach overhead.
- May be required to lift or move items up to 10 pounds (e.g., files, small office equipment).
- Must be able to conduct on-site inspections, including walking exterior property grounds and climbing stairs.
- Must have close visual acuity to perform activities such as reading, preparing, and analyzing data or viewing a computer screen.
- Ability to hear and communicate effectively in person and by phone is essential.

Pre-Employment Requirements

- Background Check
- Reference Check

This description is not intended to be construed as an exhaustive list of duties, responsibilities or requirements for the position. This position may change or assume additional duties at any time.

***** Please submit your cover letter and resume. ******

The Unity Council is an Equal Opportunity Employer.
Women, minorities, and people with disabilities are encouraged to apply.