



Title:	Affordable Housing Property Supervisor
Reports To:	Vice President of Property Management
Department:	Property Management
Location:	Oakland, CA
Schedule:	Monday through Friday
Travel:	Local travel may be required
Salary:	\$100,000-\$115,000 DOE
Employee Status:	Regular, Full-time, Non-Exempt
Union:	N/A
Supervises:	Property Managers

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 350 people who reflect the linguistic, cultural, and ethnic identity of the communities we serve.

Position Summary

The Affordable Housing and Property Supervisor supports the Vice President of Property Management in overseeing daily property management functions across The Unity Council's affordable housing portfolio. This role provides direct supervision of Property Managers, ensuring operational efficiency, regulatory compliance, and strong financial performance. The position also leads internal compliance coordination with third-party consultants and assists in the implementation of Yardi modules to enhance system functionality and staff training.

Responsibilities and Essential Functions

Operational Oversight

- Assist the Vice President in daily management of affordable housing operations across assigned properties.
- Supervise and support Property Managers to ensure achievement of KPIs, including occupancy, rent collection, lease-up, and retention.
- Conduct site visits to assess operations and compliance with policies.
- Review performance reports, identify issues, and ensure corrective action.
- Provide coaching and administrative support to staff and oversee compliant lease-up processes.
- Monitor rent delinquencies, repayment plans, and evictions for accuracy and compliance.

Compliance Oversight and Coordination

- Serve as the internal compliance lead and coordinate directly with the third-party compliance consultant.
- Ensure files are submitted for review and findings are tracked and resolved.
- Review compliance reports, monitor certification deadlines, and implement corrective actions.
- Maintain knowledge of HUD, TCAC, HOME, and City of Oakland requirements and train staff accordingly.
- Prepare for audits, inspections, and regulatory reviews to ensure portfolio readiness.

Financial Oversight

- Support budget development, variance tracking, and financial performance monitoring.
- Review and approve invoices, purchase orders, and expense reports.
- Collaborate with the Facilities Manager to ensure vendor invoices are properly coded and paid timely.
- Review financial reports, rent rolls, and ledgers for accuracy and completeness.
- Assist in preparing monthly and quarterly financial summaries for leadership.

Performance Monitoring and Reporting

- Track and analyze portfolio performance indicators such as occupancy, collections, and certifications.
- Develop corrective action plans for underperforming sites.
- Compile performance reports for review with the Vice President.

Staff Supervision and Development

- Supervise and mentor Property Managers and administrative staff.
- Conduct regular check-ins and team meetings.
- Support hiring, onboarding, and training.
- Provide ongoing coaching and annual performance feedback.

Resident and Stakeholder Relations

- Support Property Managers in resolving escalated resident concerns.
- Partner with Resident Services to coordinate supportive programs and engagement initiatives.
- Represent The Unity Council in communications with funding agencies and regulatory auditors and partners.

Other Duties

- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Business Administration, Real Estate, Finance, or related field, OR equivalent of 7+ years of affordable property management experience.
- Minimum 5 years of supervisory experience overseeing affordable housing operations and compliance.
- Strong knowledge of HUD, LIHTC, HOME, and City of Oakland program regulations.
- Experience coordinating with third-party compliance consultants.
- Familiarity with Yardi Voyager, RentCafe, and Compliance modules.
- Intermediate Proficiency in Outlook, Microsoft Word, Excel and Office Programs
- Strong financial management skills, including budget variance analysis and vendor coordination.
- Excellent leadership, communication, and organizational abilities.

Physical Requirements

- Ability to move through multiple property sites, including walking upstairs, navigating hallways, and traversing outdoor grounds.
- Ability to sit for extended periods during office work, meetings, and computer tasks.
- Ability to stand during site inspections or presentations.
- Ability to lift and carry items up to 20–25 lbs occasionally (e.g., files, reports, office supplies, or laptops for site visits).

- Ability to hear and communicate effectively with staff, residents, vendors, and regulatory partners in person and over the phone or video conference.
- Ability to use hands and fingers to handle office equipment, sign documents, and operate computers and mobile devices.
- Ability to work both in an office environment and on-site at properties, which may include exposure to outdoor weather conditions.
- Ability to occasionally inspect mechanical or maintenance areas that may require bending, stooping, or crouching.
- Ability to travel between multiple property locations and attend off-site meetings or training as required.

Pre-Employment Requirements

- Background Check
- Reference Checks

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.**