



Homes of Montclair Ecumenical Corp.
17 Talbot Street , Montclair, NJ 07042
Phone: 973-744-4141

Job Description

Position Title: Property Manager

Reports To: Executive Director

Summary: Non-profit agency seeking to manage the day-to-day operations of an affordable housing portfolio in Montclair. Ideal candidate will have a minimum of 1-2 years related experience.

Qualifications: Must have experience performing duties and responsibilities below. Must be able to interact with community members – including tenants, board members and fellow staff, have good communication skills and the ability to follow oral and written instructions. Ability to work effectively with a team and independently as needed. Fluency in a second language (such as Spanish or Creole) is preferred.

Knowledge

- Microsoft Office – Word and Excel, Outlook
- Yardi or similar property management software

Duties and Responsibilities

1. Manage leases for approximately 65 tenants
2. Certify income for new tenants
3. Collect rents
4. Meet vendors/tenants/prospective tenants at properties
5. Manage daily tasks for maintenance staff
6. Work within and help prepare annual property budgets
7. Develop a rapport with community and government partners
8. Pursue evictions when necessary, attend hearings in court
9. Attend community events when appropriate
10. Other duties as assigned

Hours: Position is exempt, 35 hours per week. Some availability for on-call necessary. Currently, most work is remote, but some on-site presence at properties is necessary (safety is paramount).

Salary: \$50,000-\$55,000 per year

Other Information: Must be able to travel to properties as needed.

How to Apply: All interested candidates, please forward your resume and letter of interest to propertymanagement@homecorp.org No phone calls please.