



Property Manager

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Exempt

Reporting to:
Executive Director of Homes by TLC

Compensation:
\$60,000

Job Objective/Summary

The Property Manager will coordinate the leasing and governance activities of Homes by TLC, 110 units of permanent, service-enriched affordable housing for low-income families within Mercer County in conjunction with the Executive Director.

Essential Job Functions/Responsibilities

The Property Manager position responsibilities will include, but will not be limited to the following:

- Supports the Executive Director of Homes by TLC
- Collaborates with Case Managers and Maintenance team
- Maintains property records including purchases, leases, maintenance, and operating costs; special permits issued, and prepares monthly report
- Schedules and coordinates general upkeep and major repairs of the properties and reviews invoices related to each
- Assists in determining required repairs or maintenance based on regular ground, facilities, and equipment inspections
- Coordinates work orders and manages database
- Maintains tenant files and provides tenant orientation and move-in packets
- Collects and monitors rents and prepares monthly rent report
- Provides written communication to tenants, including rent increases and deposit disposition
- Maintains, tracks, and collaborates in process of lease renewals
- Describes, imposes, and communicates guidelines, regulations and violations to tenants
- Schedules and manages property inspections of all units as required by DCA, township Certificate of Occupancy and Homes by TLC
- Implements marketing plans for vacant and upcoming spaces as per requirements
- Shows properties, explains terms of occupancy, and provides information about the community to prospective tenants

- Manages court/eviction filings, serves as liaison with legal services and outside regulator in tenant issues
- Processes and tracks DCA, MCBOS, COT and other vouchers
- Tracks voucher payment for DCA, SRAP, and HCV certifications and recert
- Files annual tax exemptions with municipalities
- Monitor vehicle GPS and review property camera footage as needed
- Key holder for all properties including 1880 Office
- Manages an administrative clerk

Competencies

- Trauma informed approach
- High Emotional Intelligence
- Organizational and documentation skills
- Problem solving/analysis
- High integrity and confidentiality
- Understanding of laws, guidelines, and best practices of property management and tenant/landlord relations

Required Education and Skills:

- Associates degree
- 5 years of experience in property management
- Valid Driver's License
- Strong computer skills including intermediate Microsoft application expertise
- Strong written and oral skills
- Strong interpersonal skills
- Bilingual English/Spanish a plus
- Real estate license a plus

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Property site visits
- Must be able to lift up to 15 pounds at times.

Travel

- Some local driving required

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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