

Property Manager - Affordable Housing

Durham, NC 27701

Overview

Salary Range

\$57,500.00 - \$78,000.00 Salary/year

Position Type

Full Time

Education Level

2 Year Degree

Description

Join a team committed to creating thriving, well-managed affordable housing communities where residents feel supported, safe, and proud to call home. As a Property Manager, you'll play a key role in shaping the resident experience by ensuring our properties operate efficiently, remain compliant with affordable housing regulations, and consistently deliver high-quality service.

In this dynamic role, you'll lead the day-to-day operations of your assigned community—from coordinating leasing activities and managing resident relations to overseeing property performance, ensuring regulatory compliance, and guiding a dedicated team. Your ability to balance operational excellence with compassionate, community-focused service will directly impact the quality of life for the residents we serve.

No two days are the same. You'll collaborate with staff, residents, vendors, investors, and agency partners to solve challenges, maintain compliance with HUD and Low-Income Housing Tax Credit (LIHTC) requirements, and foster a positive and welcoming living environment.

This is an opportunity to make a meaningful difference in your community while growing your leadership skills in a supportive, mission-driven organization. If you're a proactive leader who thrives in a fast-paced environment and is passionate about affordable housing and community impact, we invite you to bring your expertise to a team that values your contributions and invests in your success.

Key Responsibilities

- Manage assigned properties to ensure efficient operations, regulatory compliance, and high occupancy levels
- Oversee leasing functions including move-ins, move-outs, and transfers in accordance with HUD and LIHTC requirements
- Supervise, train, and develop staff; assign work and monitor team performance
- Ensure full compliance with Low-Income Housing Tax Credit (LIHTC) regulations and prepare for audits conducted by investors, state agencies, and regulators
- Conduct file audits and maintain systems to monitor ongoing compliance (income limits, rent limits, utility allowances, and eligibility requirements)

- Maintain relationships with funding agencies and ensure adherence to affordable housing program requirements
- Monitor and implement affirmative fair housing marketing requirements and strategies
- Conduct regular inspections of units, buildings, and grounds to maintain property standards
- Administer rent collection processes, including adjustments, late fees, and delinquency management
- Address resident concerns, enforce lease compliance, and manage eviction processes including court documentation
- Coordinate procurement activities, vendor services, and approval of invoices
- Maintain accurate records, prepare reports, and ensure quality control of resident files and documentation
- Stay current on regulatory changes and provide training to staff on compliance requirements

Qualifications

Required Education

- High School Diploma or GED

Preferred Education

- Associate's Degree in Property Management, Business Administration, Public Administration, or a related field

Required Experience

- 3–5+ years of affordable housing management experience
- Considerable experience in:
 - Affordable housing or LIHTC property management
 - Government or public housing programs
 - Building codes, safety regulations, and housing compliance requirements

Preferred Experience

- Experience managing LIHTC and Project-Based Section 8 or voucher programs
- Experience preparing for and managing housing compliance audits
- Prior supervisory or team leadership experience
- Experience working with state housing finance agencies, HUD, or regulatory bodies

Core Skills & Abilities

- Strong knowledge of LIHTC, HUD regulations, and affordable housing compliance requirements
- Knowledge of Fair Housing laws, real estate regulations, and building codes
- Ability to manage property operations, compliance, and staff effectively
- Strong leadership, coaching, and team development skills
- Excellent problem-solving and decision-making abilities

- Ability to interpret and enforce complex regulatory requirements
- Strong financial and administrative skills including rent management and reporting
- Excellent communication and interpersonal skills
- Ability to build relationships with residents, staff, and external stakeholders
- Proficiency in property management software and Microsoft Office
- Strong organizational skills with the ability to manage multiple priorities
- Commitment to providing high-quality service and supporting diverse communities

View full job description at:

<https://www.paycomonline.net/v4/ats/web.php/portal/DFB2DC6420F52B0EAA4CB55F7AEF06AF/jobs/96921>