



Hudson River Housing improves lives and communities through housing with compassion and development with vision. We are dedicated to building strong, sustainable communities by developing and preserving quality affordable housing and helping families and individuals obtain and maintain housing through education, advocacy and support services.

We are a committed group of people from all backgrounds who care deeply about our community and want to make it a better place.

Position: Full Time Property Manager

General Description:

Hudson River Housing is seeking a qualified Property Manager for our Affordable Housing and commercial properties. The portfolio is mostly concentrated in the city of Poughkeepsie, but the candidate must be willing to travel, as needed.

The Property Manager's primary responsibilities are to work closely with the other members of the Property Management Team to ensure the efficient and effective lease-up and management of HRH's residential and commercial units. This position is responsible for timely filling of vacant units, accurate calculation of rental charges, housing inspections, Resident certifications and recertifications, compliance with regulatory agencies, and overall tenant satisfaction. The Property Manager oversees the lease-up process from tenant application, approval/interview (as applicable), orientation, lease-signing, move-in, inspections, to move-out and reporting for HRH's pertinent information to the staff of HRH and outside agencies working with HRH.

Principal Duties:

- Oversee the housing development to ensure that the property is audit ready
- Ensure that all tenants of HRH are treated fairly, that the lease and any required notices are given and are explained courteously and completely. Consistently provides residents, vendors and employees with the highest quality of service and support.
- Ensure that tenants are accurately assessed the correct rental charge based upon their specific program criteria upon move-in and recertification.
- Ensure 100% collection of rents and other charges. Handles tenant rent collections and delinquencies, late notices and posting rents.
- Ensure that lease terms are adhered to by tenants, correspond with tenants as appropriate and modify leases as changes to the program occur.

- Ensure Annual certifications and re-certifications are completed accurately and in a timely manner. Perform a 100% File Review so that all files are reviewed and maintained in accordance with Management policies and procedures.
- Follow all move-in and move-out procedures in accordance with Management policies and procedures. Work closely with other staff to ensure that the turnaround time is as short as possible.
- Work as a team with other staff during the marketing & initial lease-up phase of any new rental property. Maintain strict compliance with income & family size eligibility requirements for tax-credit projects, oversee tax-credit reporting and filing.
- Ensure that the tenant eviction process including the accurate preparation of all legal notices, attendance at court proceedings (as required), correspondence with attorney and sheriff as necessary is conducted appropriately.
- Be available on an appointment basis to residents having a complaint or grievance not otherwise resolved to the residents' satisfaction.
- Establish community partnerships with agencies, private and governmental, which offer programs or services needed or desired by our residents.
- Prepare, or participate in the preparation of various reports required for the Regulatory Agencies and other outside parties.
- Conduct and schedule routine inspections of units and quarterly inspections of assigned properties.
- Oversee processing of work order tickets & work order log(s).
- Additional duties as assigned.

Qualifications:

Experience: The Property Manager is responsible for the management of tenant services and requirements as well as supervising, monitoring, and managing certain physical, administrative, and financial aspects of the site. Must be familiar with requirements of the following agencies: HUD: Section 8, REAC, MOR; HDC; LIHTC, HOME: Must be knowledgeable about Fair Housing, and other tenant laws/regulations. The Property Manager must be computer literate, well-versed in Microsoft Office, have excellent written and communication skills. Ability to work with diverse groups, work independently, and negotiate and problem solve. Must be organized and detail oriented. Preferred HUD & LIHTC experience, a COS or TCS and tax credit knowledge. Working knowledge of Yardi Software a plus.

Education: Minimum of 2-4 years solid experience with low-income housing and/or a Bachelors or Associate Degree, preferred. A variety of educational experiences and skill sets will be considered for all positions.

Licensing/Certification Requirements: Valid driver's license and reliable transportation.

Other: Home and/or cellular telephone required.

Salary: \$40,000 - \$45,000 annually

Location: City of Poughkeepsie, NY

Immediate Supervisor: Senior Property Manager

How to apply: To apply for this role, please email humanresources@hudsonriverhousing.org with 'Property Manager' as the email subject.

Equity is a core value at Hudson River Housing. We believe in promoting a culture that decenters bias, celebrates difference, enhances equitable communication, and nurtures relationship building.

It is important to us that community members have access to stable means of economic growth. We are continually committed to hiring from within our community including applicants with lived experience that can inform and strengthen our work.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.