

JOB DESCRIPTION

Position: Assistant Community Manager
Type: Exempt/Annual/Full-Time/On Site
Reports to: Community Manager
Location: Washington, DC (Southeast)
Pay Rate: \$55,000.00 - \$60,000.00
Benefits: Medical, Dental, Vision, and Ancillary

ABOUT FARIA MANAGEMENT:

Faria Management is the property management division of Dumas Collective®. The firm provides boutique style property management services by bringing an unconventional, solution-based owner's approach to urban communities. Faria Management's mission is to provide a brand of Luxury Affordable Housing® which is a high-quality boutique style form of management services, to owners of income-restricted housing. Faria commenced on-site management operations in 2016 and operates nearly 3,300 units across the Mid-Atlantic region.

POSITION DESCRIPTION:

If you are a self-motivated leader with strong analytical, assertive, and personable qualities, and experience in property management, this role is for you! The Assistant Community Manager reports directly to the Community Manager and assists with overseeing day-to-day community operations. Responsibilities include executing the annual business plan, ensuring excellence in financial management, customer service, compliance, and managing staff and vendors effectively.

RESPONSIBILITIES:

The Assistant Community Manager's day-to-day responsibilities shall include the following:

- Ensure communities meet or exceed revenue goals by actively managing the budget and ensuring timely lease-up and/or re-leasing
- Detailed review, monitoring and processing of community level invoices/bills for payment within parameters of annual budget
- Actively participate in the annual budget/business plan development in conjunction with Director of Operations
- Ensure an atmosphere of hospitality while maintaining a professional attitude at all times in an occasionally sensitive and challenging environment
- Develop and maintain strong relationships with their community: residents, vendors, etc.
- Oversee marketing and customer retention efforts
- Supervise and inspire on-site staff including but not limited to community specialists, and service managers, in order to yield or exceed desired goals for each community
- Oversee and manage vendors to ensure the provision of timely, efficient, and on-budget services to their communities
- Oversee the initial income certification, recertification, and compliance reporting for their communities
- Act as the primary contact to ensure that the property meets and exceeds all contractual property management obligations, including the risk management, safety/security, maintenance, marketing, landscaping, and any other relevant issues.
- Oversee the timely completion of maintenance requests
- Forecast and manage replacement of major capital expense items including HVAC system, roof systems, parking lot surfaces, etc.



- Maintain complete and accurate property records on-site and electronically
- Coordinate collection and documentation of all revenues following lease obligations and accounts receivable procedures.
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree
- Two (2) or more years experience in property management or the hospitality industry
- Experience managing income-restricted properties preferred
- Excellent written and verbal communication is required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook
- Must be very professional in both appearance and manner, organized, and with a strong eye for detail

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING:

- An entrepreneurial spirit
- Proactive and extremely responsive
- Solution-oriented with the ability to counterbalance problems with creative solutions
- Personable with a good sense of humor
- An expressed willingness to learn and practically apply knowledge gained
- Working knowledge of RealPage's OneSite property management software preferred
- Experience with state/local housing agencies and corresponding reporting requirements
- Excellent oral and written communication skills
- Strong financial and analytical skills
- Strong organizational skills and ability to remain composed and flexible
- Demonstrated commitment to the mission, philosophy and vision of Faria Management
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities while delivering timely and accurate work product

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job):

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the periodic ability to travel regionally, on behalf of the company.

Faria Management is an Equal Opportunity Employer and offers a competitive compensation package. Please apply at: resumes@fariamanagement.com