



JOB DESCRIPTION

Position: Regional Property Manager
Type: Exempt
Reports to: Operations Manager
Location: Washington, DC and New York, NY

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. Since commencing on-site management operations in 2015, Faria has increased the size of its portfolio nearly tenfold and currently operates nearly 3,000 units between the New York City, the DC Metro area and Petersburg, Virginia.

POSITION DESCRIPTION:

If you are a self-motivated leader that possesses a combination of analytical, assertive, and personable, qualities with experience in the property management industry, then our Regional Property Manager role is for you. The Regional Property Manager provides direction and leadership to a growing team of community management teams. This position reports to the President of Property Management.

RESPONSIBILITIES:

- Responsible for the overall operations of assigned properties
- Review monthly financial reports, prepare owner reports, and attend asset management meetings
- Answer questions from the owner, government agencies, financial institutions, auditors, accounting, staff, etc.
- Hire, oversee and evaluate staff, approve raises
- Monitor compliance with federal, state, and local regulations as well as Faria Management's policies and procedures, etc.
- Review leases, rules, and regulations, contracts, licenses
- Review rent schedules, personnel files, and resident files
- Review Delinquency Report, bank deposits, equipment inventory, inspections, etc.
- Inspect site and implement standards
- Supervise, train, and conduct staff meetings with CMs
- Enforce safety standards and training for staff
- Follow up as needed on all aspects of property management
- Prepare and implement a budget
- Negotiate contracts
- Prepare for regulatory agency inspections
- Any other tasks as requested by your supervisor



QUALIFICATIONS:

The Regional Property Manager will have the following qualifications:

- Bachelor's degree
- Minimum 3 years' experience in affordable LIHTC & Section 8 multifamily housing property management
- Working knowledge of all aspects of property management, accounting, collections, marketing, etc.
- Understanding of financials, budgets, regulations, LIHTC, local and state statutes.
- Organizational skills
- Customer service - common courtesy and good communication skills
- Works well with minimal supervision and direction.
- Leadership and supervisory skills.
- Workdays, evenings, and weekends as needed.
- Ability to train and evaluate others.
- Computer skills – Site Accounting Program, Word, Excel, etc.
- CPM/HCCP/COS/certification or equivalent
- HR skills
- Resident relations

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- 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 ability to use a computer and office equipment traditionally found in office settings
- 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.