



Better Housing
COALITION

Where you live can change your Life...

At Better Housing Coalition, we believe that “Where you live can change your life!” Join us in changing the lives of others in your community. While you are changing the lives of others in your community, you may also be changing your own...

The Better Housing Coalition invites YOU to join us in our crucial mission of providing affordable housing in the Greater Richmond area; our legacy of creating 1,700 modern, affordable homes – that and providing many MORE opportunities for working families and low-income seniors to thrive. We are Richmond region’s largest **nonprofit** community development corporation.

At Better Housing Coalition, we have over nineteen well located and maintained rental properties in Greater Richmond and many upcoming properties in the construction phase.

ASSISTANT PROPERTY MANAGER

Better Housing Coalition has an entry level opportunity for an **ASSISTANT PROPERTY MANAGER**. Hours are Monday-Friday 8:30 AM-5 PM. Pay ranges from \$19 - \$23/hour with a 40-hour work week schedule. We have an **AMAZING** benefits package that includes **10 days off during the summer months, 13 holidays and 21 days of PTO for first year employees**. (Full benefits list is included below) This is a full time, hourly, entry-level position with opportunity for advancement.

Our main office is located downtown on Broad Street near the Richmond Convention Center, but you will primarily be located at one of our properties within Metro Richmond.

Reporting to the Property Manager and working as a team; the ASSISTANT PROPERTY MANAGER will assist with maintaining BHC’s high standards for resident customer service, operational and financial metrics at their Property. Your team will ensure that we remain in legal compliance with affordable housing regulations.

Some of these regulations include LIHTC, Section 42, HUD and State Agency restrictions. We work with over 22 different entities and while some have similar regulations, they do differ.

NEED TO HAVE

- Understanding of multi-family Property Management (preferably within Affordable Housing)
- Experience with Yardi/Rent Café systems
- Detail oriented
- Work well with others
- Strong organizational and time management skills
- Proficient with MS Office products
- Valid Driver’s License
- Ability to pass comprehensive background & drug screening

ASSISTANT PROPERTY MANAGER RESPONSIBILITIES

- Accountable for the accurate and timely collection, posting, and deposits of rent income using property management software.
- Complete re-certifications or lease renewals by deadline.
- Display mandated resident information on community bulletin boards.
- Assist the Property Manager with the preparation of annual budgets, collections, delinquency and variance reports and late notices.
- Manage the operations, maintenance, and record-keeping of all properties to ensure program compliance for tax credit, HUD, LIHTC, AHP and related requirements through regular file audits, property inspection and timely reporting.
- Collaborate with Community/Resident Services staff, partners, and volunteers to ensure delivery of resident programs and support.
- Partner with Community/Resident Services staff to ensure late paying residents receive eviction prevention services.
- Collaborate with External Affairs to ensure marketing materials are current and stock levels are adequate.
- Apply communication and conflict resolution skills to diffuse resident concerns in a professional, courteous, and empathetic manner to seek resolution.
- Manage properties with income restrictions, ensuring no over-income or falsification of information or records provided.
- Ensure vacant apartments are inspected daily and apartments are turned within 5 to 7 days.
- Participate in the “lease up” process to fill new properties with residents from the ground up.
- Travel by car to BHC properties. (All BHC properties are in Metro Richmond and mileage is reimbursed)
- Remain up to date with new developments on Property and ensures site managers receive relevant information.
- Able to physically move freely and frequently through Property for unit and maintenance inspections.
- Able to access the facility on all floors via staircases.
- Lift, transport or positioning up to 10 pounds.
- All other duties as assigned by management.

EDUCATION & EXPERIENCE

- High School diploma or equivalent (GED)
- Previous experience in multi-family property management (highly preferred)
- Valid Driver’s License

SKILLS

- Knowledge of Federal/State/Local Fair Housing regulations, Federal Low Income Housing Tax Credit, HUD and AHP, related programs
- Understanding of LIHTC, HOME, and HUD programs
- Experience with Yardi/Rent Café preferred
- Effective and professional verbal and written communications
- Strong organizational and time management skills

- High level of initiative
- Proficient with MS Office products

BENEFITS

Hourly rate ranges from \$21 - \$23/hour depending on experience. (40-hour work week)

Holidays, 13 paid holidays

Summer Days off- 10 days

Paid Time Off (PTO), first year employees 21 days

Health Savings Account Funding & BHC Contributions

Use your HSA debit card for qualified medical, dental, vision and prescription. HSA contributions can be rolled over to the next year.

Employer HSA Contribution

In 2023, BHC funding to employee HSS were:

\$500 - Employee Only

\$750 - Employee + Spouse or Child

\$1,000 - Employee + Children or Family

403(b) Savings Plan

BHC offers two ways in which you can participate in the 403(b) Plan: Traditional (pretax) Contribution and the Designated Roth Contribution.

You will receive matching contributions from BHC on part of your savings after one year of service (with at least 1000 hours completed) if you are over the age of 21. **BHC will match 100% of your contributions up to five (5%) of your annual salary.**

BHC will make an employer base contribution to the plan each year of one (1%) of each employee's salary for all eligible employees. This contribution will be made whether-or-not you make voluntary contributions to the plan.

You will be 100% vested in the 403(b) Plan after three (3) years of service.

Health Insurance- BHC pays 77.5% of the employee only and 65% of dependent coverage for the **Anthem Low Plan**

Vision Insurance

Dental Insurance

Tuition Reimbursement

Disability Insurance (100% company paid)

Worker's Compensation Insurance (100% company paid)

Life Insurance and Accidental Death & Dismemberment (100% company paid)

Employee Assistance Program (EAP)

Flexible Spending Plan These funds can be used throughout the plan year, but do NOT roll over.

Bereavement Leave

Benevolent Shared Leave

Jury Service

Time off to Vote

Licensure, Training, and Certification costs may be covered if approved by BHC leadership.

REQUIRED

Offers are contingent on background check results which include drug, credit check, driver's license check, and Educational, Employment, and Certification verification.

STATUS HOURLY

To apply, please email your resume to l.lacroix@betterhousingcoalition.org and put "Assistant Property Manager" in the subject line.

The Better Housing Coalition is an equal opportunity employer.