



As a collaborative of congregations united in action, we create homes and advance equitable housing.

Property Manager

The Organization

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are an experienced housing organization that operates supportive and affordable homes, develops affordable and supportive housing, shelters families, and organizes to impact housing policy. Our focus is on households who make less than \$30,000 a year and those who are experiencing homelessness. The nearly 100 congregations who make up our collaborative are putting their faiths into action through leadership, advocacy, organizing, and service.

At Beacon we believe that systemic racism causes housing inequities. As a learning organization we are interested in adding individuals who hold high levels of cultural competency and who are willing to learn and work with others to deepen our capacity to address bias and racial inequities. Visit our website for more information about our strategies, programs and how our values of risk taking, race equity and inclusive decision making supports our learning and continued evolution.

The Beacon office is located on University Ave & Highway 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out www.beaconinterfaith.org.

The Position

The Property Manager is responsible for the direct management, financial performance, and resident satisfaction of the assigned Beacon youth property (66 West, Nicollet Square, or Prior Crossing).

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid-time off. This is a bargaining (union) position. The rate of pay for this position is \$28.85 - \$33.65 per hour.

Duties and Responsibilities

Property Management

- Responsible for oversight of assigned site management related programs, policies, plans, rules, regulations, contracts, and agreements in accordance with company policies
- Manage day-to-day operations of the property
- Keeps Regional Property Manager informed of operational and financial details of property
- Rent collection
- Enforce the resident lease
- Close coordination with onsite service providers

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- Develops and maintains effective, professional relationships with residents, partnering services, the community, and outside agencies.
- Walks property at regular intervals to ensure resident property rules are being followed and that the property is clean and orderly and in good maintenance condition.
- Confers with maintenance technician concerning deferred maintenance, the operational budget, staff problems and overall maintenance related issues.
- Respond to tenant calls, lease violations, and general property control.
- On-call support for property-related issues.

Financial

- Meets owner benchmarks for occupancy, rent collections and timely compliance paperwork.
- Operates property within budgeted income and expense guidelines.
- Obtains bids and supervises capital or contract service.
- Assists or prepares annual budget for the property.
- Reviews and codes all invoices for payment.
- Tracks and evaluates utility costs.
- Prints monthly reports concerning lease expiration dates and calculates rent increases.

Resident Services

- Collaborate with residents and contracted services to maintain lease compliance and housing stability
- Coordinate community building opportunities for residents as appropriate and in conjunction with the service partner

All staff are expected to:

- Develop & maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.
- Work within organizational policies, governmental regulations, and the law.
- Perform other tasks, responsibilities, and projects as assigned or directed.

Qualifications

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- 3+ years property management experience
- CSM or CPM preferred
- Affordable housing, housing support, PBV, Tax Credit experience a plus
- Yardi experience a plus
- Detail oriented, analytical and computer literate
- Strong communication skills
- Ability to travel to and be onsite at the portfolio properties
- Availability to be on a rotating on-call schedule

Knowledge, Skills, and Abilities

- Knowledge of all housing laws and regulations as well as contracts and leases
- Experience managing property budgets.
- Strong time management skills
- Articulate and confident speaking & written communication, negotiation, customer service, prioritization, and time management skills
- Strong contributor in team environments with strong analytical and listening skills that works professionally with internal and external contacts.
- Proficiency with Microsoft Office software, Excel

If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at www.beaconinterfaith.org. Please submit a resume with cover letter to HR@beaconinterfaith.org.

Beacon has voluntarily recognized a union for employees, and a collective bargaining agreement is in place.

Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that “All people have a home”. Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.

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