



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

Regional 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 Regional Manager is responsible for handling all parts of property management and oversight of three property managers across three youth properties in Beacon's portfolio: 66 West, Nicollet Square, and Prior Crossing. They will serve as the point person and be responsible for the overall financial and operational performance of the three assigned properties.

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid-time off. This is a non-bargaining (non-union) position. The annual salary range for this position is \$70,000 - \$80,000.

Duties and Responsibilities

Financial

- Monitors, and oversees all site management related programs, policies, plans, rules, regulations, contracts, and agreements in accordance with company policies.
- In collaboration with Director of Housing Operations, oversees annual operating budget; monitors and performs budget projections.
- Ensures agency regulation compliance and deadlines for documentation.

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- Prepares all reports, including monthly management, delinquency/occupancy, and expense reports.
- Approves vendor invoices and cash receipt batches.
- Monitors energy/utility consumption.
- Supervises rent collection.
- Authorizes inventory and maintenance purchases.
- Monitors turnovers and major replacements.
- Special projects as assigned.

Compliance

- Oversees all aspects of rent and occupancy. Partners with owner and service partners and all rental programs, waiting lists and administers all renting and leasing procedures-market and low-income housing tax credits.
- Oversees the Administration of the ADA/Section 504 reasonable accommodation policy.
- Oversees leasing process, income certifications/recertifications, and approves agency billing.
- Oversees move-ins/outs, security deposits, transfers, rent changes.
- Oversees or handles evictions when appropriate.
- Handles all aspects of site and unit inspections.
- Interacts with housing and human service agency personnel, lenders, and investors.
- Performs site inspections for continued compliance, regulations, policies, and procedures.

Property Management

- Oversees building, grounds maintenance and security of property to ensure grounds and units are properly maintained.
- Monitors and ensures execution of all aspects of site safety, accident and insurance reporting and emergency and media training.
- Negotiates contracts for services and supplies.
- Fosters a positive, active, and collaborative relationship with residents and coordinates residents' services for units.
- Responds to questions and complaints from residents.
- Investigates complaints, disturbances, violations. Resolves problems.
- In partnership with Director of Property Operations responds to questions and complaints.
- On-call support for property-related issues.

Supervision

- Build and maintain a stable high performing staff team.
- Define clear staff roles and responsibilities and prioritize work assignments to achieve departmental goals.
- Hire, evaluate and terminate staff according to organizational policies and procedure.
- Ensure that staff gets adequate training and professional development.
- Promote a positive working environment through team building and employee appreciation.

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All staff are expected to:

- Develop & maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, assisting 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 regards 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

- CSM or CPM preferred.
- 7+ years property management experience, leasing, and significant supervisory responsibility
- 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 generating 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.

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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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