



NOW HIRING FOR A SITE MANAGER/ COMMUNITY ROCKSTAR!

Evolve property management has openings for experienced and non- experienced self-motivated individuals who are seeking a fantastic opportunity to be part of a successful and growing organization in the property management industry! The current position is in the Warrenton location. We will give preference to local applicants (no mileage reimbursement).

TRAINING WILL BE PROVIDED ONSITE!!!

ABOUT US:

Evolve's mission is to improve the lives of the communities we serve as a people-first property management organization. Evolve's Property Management and Workforce Development model provides high quality, people-oriented professional real estate management services in Oregon. Our goal is to help those who want to learn and explore this growing industry to advance professionally, personally and to provide financial stability for their families and exceptional services to our community.

ABOUT THE JOB:

The Resident Manager coordinates, supervises and oversees property management activity at one or more assigned properties. This includes coordinating all leasing activity, maintenance, financial and compliance activity, and the supervision of property management and maintenance staff. This position is responsible for ensuring that properties are managed in accordance with Evolve's mission and values, while delivering at a high level of expertise on all financial, familiar with the Management Plan, operational, and regulatory requirements.

OCCUPANCY RESPONSIBILITIES:

- Oversee all resident services for assigned properties, including leasing, addressing complaints, assisting with obstacles to successful tenancy.
- Supervise and coordinate application, qualification, and leasing process. Includes assisting potential tenants with the application and certification, managing waitlist.
- Coordinate new move-in orientations such as lease signing, ensuring correct execution of all lease documents, collection of all monies prior to unit occupancy, and completing walk through inspection with residents.
- Ensure tenant compliance with Evolve policy and all applicable laws, rules, and regulations. Assist tenants with problem solving any obstacles to compliance.
- Coordinate eviction proceedings for lease violation(s) or for non-payment of rent; ensure eviction related actions and activities are documented and residents receive lease enforcement notices and warning letters in a timely manner as well as referral to resident services at time of notice; schedule eviction related conferences and meetings and assist legal counsel with case and court processes.
- Assist in the development, implementation and management of a successful marketing plan



for each community.

- These functions are not limited and may include other Property Management duties.

FINANCIAL AND ADMINISTRATIVE RESPONSIBILITIES:

- Supervise accounts receivable activity, collection of rent, security deposits, past due amounts, recording, and posting payments.
- Ensure that all financial data is reported to accounting in a timely and accurate fashion.
- Maintain all tenant files in accordance with company procedure and all relevant regulatory and compliance requirements.
- Coordinate the preparation of all monthly, quarterly, and annual reporting.
- Prepare and distribute for approval annual operating budgets for all assigned properties.
- Review and analyze monthly financial statements including income and expense analysis and preparation of Status Reports.
- Recommend and execute plans to improve property's financial performance.
- Maintain control of property expenses to ensure that budgeted goals are met or exceeded.
- Maintain tenant files and conduct periodic audits as needed.

MAINTENANCE AND PROJECT RESPONSIBILITIES:

- Plan ongoing and project based maintenance with maintenance team to ensure livability and attractiveness of housing units.
- Inspect each property on a regular basis, assuring the marketability, appeal, and maintenance of the community and units.
- Review and monitor project inspection reports and coordinate responses.
- Effectively manage unit turnovers to assure continuing quality control and timeliness.
- Work with Evolve's maintenance staff, and outside vendors to maintain property condition and standards.
- Oversee maintenance, monitor and maintain standards and preventive maintenance program according to agency guidelines.

OPERATIONS RESPONSIBILITIES:

- Ensure property operations are in compliance with applicable federal, state, and local regulations, as well as any rules or guidelines required by lenders or other applicable agencies.
- Prepare all reports, notices, and correspondence in a timely and accurate fashion.
- Assist with preparation of annual business plans for the property.
- Represent the organization in the areas where designated projects are located.
- Assist with the development and preparation of annual capital needs assessments, capital budgeting and associated reports.
- Assist in the development and implementation of resident activities and property management programs that will create housing and community environments of high



quality while maintaining affordability.

- Develop and maintain relations with resident services, programs and community service agencies in an effort to supplement property management services and improve tenant and client outcomes.
- Activities included but not limited to other Property Manager requirements.

STAFFING RESPONSIBILITIES:

- Manage the property management team and supervise Maintenance staff and resident service staff.
- Determine staffing needs and recruit, hire and orient staff in accordance with the Company regulations and guidelines.
- Train, evaluate, and prepare annual reviews for staff.
- Prepare, submit and maintain accurate records, reports and paperwork including invoices, time cards, new hire / termination information, employee counseling and evaluations.
- Create and sustain a positive and professional work environment in the property management department and at communities while accomplishing the objectives of the organization.

QUALIFICATIONS & CAPABILITY REQUIREMENTS:

- Working knowledge of LIHTC (Low Income Tax Credit) and HUD Section 8 program would be a plus.
- Working knowledge of relevant real estate and tenancy law.
- Knowledge of principles and practices of property management, supervision, training, performance evaluations, leasing, and marketing.
- Knowledge of preventive maintenance concepts, principles and activities.
- Working knowledge of FAIR HOUSING LAWS, LIHTC, HUD and related affordable housing programs.
- Working knowledge of financial principles with the ability to coordinate management operations to meet financial goals.
- Detail focused administrative skills with experience maintaining accurate files subject to regulatory scrutiny.
- Strong computer skills specifically in word processing and spreadsheet applications with a knowledge of Microsoft Excel for financial uses, Boston Post knowledge preferred.
- Ability to effectively collaborate and build relationships with individuals and households from broadly diverse backgrounds and those experiencing barriers to housing success.
- Strong organizational skills with the ability to develop processes in a fast-paced environment with frequent change and interruption.
- Excellent communication skills, written and oral in both English and Spanish. Must be able to listen critically and communicate complex messages to a wide variety of audiences.
- Familiarity with principles and practices of negotiation, coordination, and conflict resolution.



Ability to mediate disputes and resolve conflicts.

- Ability to independently take a leadership role, plan, and direct the work of others.
- Ability to gather relevant data, analyzes problems, evaluate alternatives and make appropriate decisions and recommendations.

REQUIRED:

LANGUAGE- READ AND WRITE ENGLISH, FLUENT SPANISH SPEAKER

COMPUTER SKILLS

CUSTOMER ORIENTED

OUTGOING PERSONALITY

SALARY: COMPETITIVE

START DATE 11/01/2017

Send resume to taliaispuro@evolvemanagement.org

Any additional questions please feel free to call us at 503-902-0871 or visit our website:

<http://evolvemanagement.org>