

Job Title: Experienced LIHTC Property Manager

Location: Portland, OR

Company: Poised Properties

About Us:

Poised Properties is a leading property management company serving Portland and surrounding areas. We specialize in residential property management, with a focus on affordable housing, including HUD and LIHTC properties. Our team is dedicated to keeping assets valuable and providing exceptional service to owners and tenants alike.

Job Description:

We are seeking an experienced and detail-oriented LIHTC Property Manager to join our growing team. The ideal candidate will have a strong background in managing affordable housing properties, ensuring compliance with LIHTC regulations, and delivering top-notch tenant relations. This is an excellent opportunity for someone passionate about affordable housing and looking to make an impact in the community.

Responsibilities:

- Oversee day-to-day operations of LIHTC properties, ensuring compliance with all applicable regulations.
- Manage tenant certifications, recertifications, and ensure accurate file maintenance.
- Work closely with compliance teams to prepare for audits and inspections.
- Develop and maintain positive relationships with tenants, owners, and vendors.
- Supervise on-site staff, providing guidance and support to ensure smooth operations.
- Monitor property budgets, handle rent collections, and manage expenses.
- Address tenant inquiries and resolve issues in a timely manner.
- Ensure properties are maintained to a high standard and meet all local and state housing requirements.

Qualifications:

- Minimum of 2 years of experience managing LIHTC properties.
- In-depth knowledge of LIHTC regulations and affordable housing programs.
- Strong leadership and communication skills.
- Proficient in property management software (Yardi preferred).
- Ability to handle multiple tasks and meet deadlines.
- Excellent problem-solving skills and attention to detail.

Benefits:

- Competitive salary based on experience.
- Paid time off and holidays.
- Professional development opportunities.
- A supportive and collaborative work environment.

How to Apply:

Interested candidates are encouraged to send their resume and cover letter to **leasing@poisedproperties.com**. Please include "LIHTC Property Manager Application" in the subject line.