

Vice President of Operations American Communities Property Trust

Job Description

Based in St. Charles, Maryland, mid-sized, regional, multifamily, operating company is searching for a Vice President of Operations to manage all aspects of property management and operations. The portfolio currently consists of 3,000+ units in Baltimore and St. Charles, Maryland, and Richmond, Virginia and includes market rate, LIHTC and HUD properties. Portfolio will also include new development, lease-up properties. The investors in this portfolio, a well capitalized, local investment group own an additional 6,000 units in the Baltimore-Washington area and intend to grow the combined portfolios to 15,000 units over the next 3 years. The VP of Operations will be able to assist in growing the current management portfolio to include the entire portfolio, as well expand the operation into the third party management arena.

The VP of Operations will be responsible for the oversight and management of all aspects of property operations, managing a team of regional managers and site level employees who are responsible for leasing and resident services, as well as physical maintenance, maintaining continuous communications with both the local management team and the investment partners, monthly/annual financial reporting, monitoring federal regulated compliance programs, strategic planning, preparing and implementing budgets, negotiating contracts, site inspections, staff development (hiring, evaluating), marketing/leasing oversight, and Green initiatives.

A strong background in multifamily management demonstrating increasing responsibility, the ability and drive to grow the operation, as well as experience in both market rate and affordable housing is a must. Candidates will have experience managing multiple employees and working with the ownership/corporate management teams. Exceptional analytical, financial and communications skills are required,

Attributes:

- Proven leader who is persuasive and decisive
- Pro-active problem solver
- Creative in driving revenue growth and resolving conflict
- Proven experience with the administration and management of a multi-site portfolio.
- Skilled in financial management; including budgeting.
- Strong supervisory skills; experience in staff development.
- Superb customer service skills; demonstrated ability to maintain strong working relations with both internal and external clients.
- Demonstrated ability to manage multiple and complex operational matters on a daily basis.
- Highly motivated service-oriented self starter.

- Outstanding work ethic, detailed oriented with superior written and oral communication negotiation skills.

Experience:

- 7-10 years experience in Property Management with increasing levels of responsibility
- Experience in lease ups and management of a diverse portfolio of A – C class conventional as well as affordable housing communities
- Must have experience in managing (50+) employees.
- Must have experience managing (15+) communities or 3000+ units
- Proficient with MS Word, Excel, MS Outlook, and Yardi.
- Industry certifications (CPM, COS certification) and tax credit background a plus.

Requirements

- Oversee all phases of property management; leasing, resident services, maintenance, accounts receivable, purchasing, preparing and overseeing HUD REAC inspections, managing section 8 program.
- Review contracts, monthly financial statements, creation and monitoring of property budgets.
- Manage community events, review advertising media and manage website.