

Cambridge Management, Inc. specializes in the management of quality affordable housing communities. We currently manage more than 15,900 apartment homes in California, Florida, Georgia, Hawaii, North Carolina, Tennessee, Virginia and Washington. We attribute our success to the skill, versatility, and integrity of our front-line staff. If you'd like to join a growing company where opportunities abound for talented individuals- apply today!

The primary purpose of the Regional Manager is to manage, guide, direct and provide leadership for the assigned region and Community Managers. The Regional Manager will effectively manage multiple site activities and available resources in order to accomplish objectives as set forth by the Director of Property Management and Property Ownership. The Regional Manager ensures that properties are maintained and facilitates solutions to problems.

Why work for us:

Our benefits package offers Medical, Dental and Vision, 401K with employer match, Life Insurance, Long-Term disability, PTO includes 8 paid holidays, paid vacation/sick leave. We also offer bonus potential and encourage employee growth opportunities.

Responsibilities include, but are not limited to:

- Oversees all activity at the properties in their assigned region.
- Manage the financial performance of the properties by overseeing rents, collection, delinquency, occupancies, and expenditures on an ongoing basis. Addresses performance issues immediately by working with the Community Managers to build plans for correction.
- Oversees the development of annual operating budgets.
- Serves as an engaged member of the leadership team that sets direction and strategy for the region, while providing regional oversight for all goals and initiatives.
- Cultivates an atmosphere of respect and professionalism, in which team members celebrate collaboration and success. Models a solutions-based approach to overcoming challenges.
- Audits all properties in the assigned area on a regular basis to ensure that all company policies, applicable laws, and compliance areas are being followed.
- Conducts regular inspections of properties and grounds, noting deficiencies in performance levels, and physical appearance of property. Reviews and evaluates all aspects of the property's operations and makes recommendations to the Community Manager for changes, as needed.
- Assists in training and development of Property staff by ensuring that only the highest caliber personnel are recruited, selected, and hired to represent the company. Provides coaching, performance management, and mentorship to all direct reports.
- Works closely with the Property staff to ensure that property level issues are being heard and properly addressed.
- Reviews and approves expense reports for direct reports.
- Maintains awareness of changes in rules, statutes or regulations and communicates changes to staff. Direct training of staff when new procedures are required to comply with change.

Requirements

Skills and Abilities:

- Advanced knowledge working with Tax Credit/HUD/Project Based Section 8 properties/programs
- Experience with preparation and oversight of REAC inspections
- Experience with preparation and oversight of MOR inspections
- Excellent organization, motivation, leadership, management and interpersonal skills

- Critical thinking, complex problem solving, judgement and decision-making ability
- Understanding of physical property operations
- Ability to multi-task and handle multiple projects
- Strong verbal and written communication skills. Ability to communicate and provide guidance to all employee levels.
- Must have strong proficiency in Windows and Microsoft Office, including but not limited to Word, Excel, Power Point and Outlook
- Bilingual in English and Spanish a plus

Required Education & Experience:

- 5-7 years of progressive property management experience with minimum 5 years in a Regional role or equivalent
- 3 -5 years' experience with Tax Credit/HUD/Project Based Section 8 programs experience
- Bachelor's degree in related field preferred
- Exposure to property management software and accounting software
- RealPage/OneSite experience a plus.