

Position Summary Oversee all aspects of management of a 71-unit tax credit building located in the South Lake Union neighborhood. The Site Manager works with the Portfolio Manager to ensure operational and financial goals are met. The Site Manager collaborates with the Resident Services Coordinator to promote a “sense of community” among residents, identify unmet needs and connect them with community resources. **Position Responsibilities** Provide professional, attentive, and knowledgeable interactions with applicants and residents. Resolve inquiries promptly, treating all parties in a respectful and courteous manner. Collect rents, monitor delinquencies, and assist the Portfolio Manager with eviction procedures, as necessary. Work with the dedicated Facilities Assistant to maintain grounds, community room and lobby areas clean and free of trip hazards. Manage all aspects of leasing vacant units including marketing, showing units, and assisting applicants to accurately complete rental applications and provide required supporting documentation. In collaboration with the Compliance Department, qualify applicants according to WSHFC’s tax credit regulations and Bellwether’s screening criteria and building-specific income restrictions. Conduct annual re-certification of residents to maintain compliance with funder regulatory agreements. Collaborate with the Maintenance Department to coordinate work orders, preventative maintenance, and unit turnover work. Collaborate with Resident Services team to provides resources and referrals to residents. Create a sense of community among residents, coordinating and engaging in regular events. Champion and cultivate an inclusive work environment. **Requirements** 3+ year’s prior apartment management or leasing experience Previous affordable housing compliance experience that demonstrates knowledge of initial and annual certification process, including reviewing and interpreting background screening reports and calculating household income. Proficient in Microsoft Office applications including Word, Excel, and Outlook. Excellent and effective written and verbal communication skills. Ability to exercise discretion and confidentiality at all times. Experience applying fair housing laws and local landlord/tenant laws. Superior customer service delivery and de-escalation skills. The ability to provide timely and effective resolution to both internal and external requests. Positive attitude a must. Empathic and highly adaptable. Ability to work independently and as part of a team. Excellent interpersonal skills and the ability to form and develop strong working relationships with staff and residents. Dependable and punctual, strong organization skills to meet deadlines and produce high quality work. Experience handling money or performing rent collection. Experience working with Yardi Voyager or equivalent Property Management software. **Desired Qualifications** Comfortable working in the downtown core. Completion of WSHFC Fundamentals and advanced training workshops. Certified Occupancy Specialist or Certified Professional of Occupancy designation. Experience with Seattle Housing Authority Section 8 Project and Tenant-Based programs. Experience working with Yardi Voyager or equivalent property management software. Demonstrated ability to build effective partnerships with community constituencies and social service agencies. Experience working with social service programs for diverse populations and making referrals as appropriate. Prior cleaning and light maintenance experience in a work environment Must be able to perform non-repetitive lifting of at least 25 lbs. **Additional Requirements for Final Candidates** Pass a local, state and national criminal history background check prior to employment with Bellwether Housing. Beginning October 25, 2021-based on the federal regulation from OSHA, all candidates that move to a final interview in the process, must certify they have received their Covid-19 vaccinations, by sending a copy of vaccine certification to vaxcert@bellwetherhousing.org. If not vaccinated, candidates that move forward in the process must submit a recent (no more than 72-hours prior) negative Covid-19 test result to vaxtest@bellwetherhousing.org. If the candidate is offered the position and remains unvaccinated, they will be required to submit negative test results every Monday to vaxtest@bellwetherhousing.org
Work Location: Anchor Flats 1511 Dexter Ave N Seattle, WA 98109 **Hours:** Monday through Friday, 40 hours per week, flexible work schedule **Compensation:** \$26.12-28.76 per hour DOE, benefits **Benefits:** Bellwether Housing provides 24 days of PTO in the first year of employment for all employees working over 20 hours per week. We have a 403(b)-retirement plan with immediate eligibility for employee contributions and employer matching after 15 months of service; three medical plans to choose from, one with an employer funded HSA; dental; vision; flexible spending accounts, disability (short- and long-term); employer paid life insurance; and commuter benefits. Bellwether Housing is an equal opportunity employer. We value diversity, including the diversity of thought. We consider all applicants without regard to education, race, ethnicity, Our Commitment to Equity, Inclusion and Anti-Racism Work Discriminatory,

predatory, and intentionally racist practices in our country's housing system have advantaged white people and disadvantaged Black, Indigenous, and People of Color, contributing to the racial wealth gap. Our city, Seattle, has a history of housing segregation, redlining, and systematically denying people of color access to safe and affordable homes. As a housing organization, we cannot do our work of creating equitable communities through housing without addressing racism. Housing justice is racial justice. We are striving to be an anti-racist organization and are committed to doing the work to dismantle the racism within our organization and in our broader community, while acknowledging we have a long way to go. Every employee is encouraged to be a part of making Bellwether more equitable, just, and inclusive. Equal Opportunity Bellwether Housing is an equal opportunity employer. We value diversity, including the diversity of thought and experience. We are committed to building an open and inclusive culture for all employees. We consider all applicants without regard to education, race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, skills, and level of experience. We strongly encourage candidates of all backgrounds to apply.