

### **Senior Community Manager**

**Who We Are:** Redwood Communities, Inc. ("Redwood Communities"), an affiliate of Redwood Housing, is a multifamily property management organization that manages affordable housing communities throughout the country. To date, Redwood Communities has assembled a best-in-class team that currently manages a growing portfolio of properties and has built strong working relationships with government agencies and leading non-profit organizations to raise the standard of living for our communities.

#### **Area:**

Seattle, Washington

#### **Responsibilities:**

- Manage the overall day-to-day site operations of six (6) Project Based HUD Buildings totaling 164 units.
- Review and monitor the major duties of the Community Managers under their control and supervision. Evaluate and direct activities of the Community Managers assuring their familiarity with Redwood Communities policies and procedures.
- Handle performance issues effectively, consistently, and timely
- Complete daily/weekly office and maintenance checklists, schedules, and assignments
- Oversee site AP and AR. Review monthly cash flow, budget comparison, operating statements against expenditures for each project under your supervision.
- Compile weekly occupancy and delinquency reporting
- Process files for evictions and assist with court proceedings
- Ensure that all resident complaints and grievances are handled appropriately
- Complete regular property inspections to ensure buildings and vacant spaces are being maintained in a safe, secure, clean and good condition.
- Ensure staff compliance with policies and procedures, as well as industry regulations
- Timely and accurate income certifications
- Responsible for compliance with federal housing standards and fair housing laws
- Provide excellent tenant service through regular personal contact and by taking the initiative to anticipate resident needs and provide service that meets or exceeds expectations.

#### **Qualifications:**

- At least Three years of related industry experience
- Experience with Section 42, HUD, Tax Credit, or other Affordable Housing
- Excellent time management and organizational skills, ability to multi-task, prioritize work and track deliverables in a fast-paced environment
- Proficient computer skills, competency with Microsoft Word, Excel and Outlook, and ability to utilize RealPage
- Excellent written and verbal communication skills

- Demonstrate knowledge and skills to work effectively in multi-cultural situations, as well as a commitment to working with people experiencing homelessness
- Strong ethics and integrity

**What We Offer:**

- Competitive salary range \$90-100k / + \$1000 sign on bonus
- Incentive bonuses based on individual and company performance metrics. Potential for annual year-end bonus of 5%.
- Top tier health, dental, and vision benefits
- 401(k) with Company matching
- Life and disability insurance
- Paid time off