

Director of Rental Management

cdcb | come dream. come build, is a regional leader in affordable housing development for both homeownership and rental opportunities. Over the past five years cdcb has developed over 800 homeownership and rental units across South Texas.

cdcb's rental portfolio has grown from just five (5) single family rentals in 2012 to over 264 units currently and another 131 units under construction or pre-development. cdcb's goal is to reach 1,000 units within 10 years. The rental property portfolio is comprised of properties financed with diverse funding streams including federal housing tax credits, private capital financing and other affordable income restricted/low-income housing financing. As well, cdcb's also owns an estimated 350 developed lots for sale, 50 acres of unimproved property and three commercial buildings for its own office space and use.

Director of Rental Management is a new position and will oversee the day-to-day operations, asset management and maintenance of cdcb's rental, improved and unimproved for-sale property and commercial portfolio by implementing policies, procedures and practices to enable each property to meet budgeted financial goals, achieve operational performance objectives and ensure financial stability. cdcb is looking for the right person to provide direction and leadership to the growing and evolving property and asset management line of business and team.

RESPONSIBILITIES

- Oversee cdcb's current in-house property management company, "Every Step Counts" (ESC).
- Oversee and work closely with all third-party property management companies.
- Provide overall direction and supervision of day-to-day property management with oversight responsibility for properties within the geographic region.
- Ensure timely and accurate reporting from ESC and third-party management companies including vacancy and budget variances, staffing needs, upcoming inspections and others, as needed.
- Regularly visit site offices, inspect field operations and review periodic reports from community managers to determine progress of occupancy and maintenance projects.
- Monitor and ensure ESC and third-party adherence to all policies and procedures related to compliance with the Landlord Tenant Act, Section 8, Fair Housing practices, LIHTC, and funding sources such as Housing and Urban Development (HUD).
- Responsible for resolving resident relation issues and escalated complaints from residents.
- Inspect properties to ensure the highest standards are maintained; evaluate maintenance, grounds, and housekeeping operations in areas of efficiency. Conduct periodic inspection of vacant apartments for market-ready condition in cooperation with ESC and third-party maintenance staff.
- Assist in or develop corrective programs for properties, when needed.
- Supervise and coordinate with ESC and third-party management the preparation of annual operating and capital budgets; monitor and make recommendations on budget performance and prepare monthly or quarterly summary report of same.
- Understand the target market of each community by outlining marketing goals, preparing regular market surveys, keeping open lines of communication with surrounding communities, and aiming advertising and promotions.
- Achieve budgeted NOI.

- Assist Property Manager and cdcB finance staff in preparation of monthly financial accounting reports and explanation of budget variances.
- Conduct and keep up-to-date market analysis of rental and for-sale property.
- Other duties as assigned.

REQUIREMENTS

- Knowledge of Yardi Residential preferred.
- Demonstrate ability to multi-task and meet various deadlines. With exceptional scheduling and organizational skills.
- Computer literate, specifically MS Office Suite.
- Well-developed interpersonal and communication skills.
- Strong decision-maker with the ability to negotiate effectively.
- Must have the ability to climb stairs and ladders if necessary.
- Must be flexible to work after-hours in emergency situations.
- Must maintain a valid driver license at all times.
- Minimum three years experience supervising others, preferably on-site
- Ability to manage finances and work within a budget.
- Demonstrate integrity on personal as well as a professional level.
- Team player with a strong work ethic and ability to interact with a variety of people and personality types.
- Ability to solve problems involving residents, personnel, finances, equipment failure, and emergency situations while remaining calm, rational, and professional.
- Goal oriented.
- Job requires some travel

EXPERIENCE

- Sufficient education to perform the duties of a Director of Rental Management.
- Minimum three consecutive years experience in Property Management or related experience.
- Degree from a four-year college is preferred; experience and industry designations in lieu of a degree is a possible consideration.

cdcB IS AN EQUAL OPPORTUNITY EMPLOYER

Job Type: Full-time

Pay: \$55,000.00 - \$60,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Company's website:

- www.cdcb.org

Work Remotely:

- Temporarily due to COVID-19

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Plastic shield at workstations
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place