

REEP Residential

Regional Manager – Job Description

Location: Portfolio / Multi-Site Based

Job Type: Full-Time

FLSA Status: Exempt (Salaried)

Reports To: Regional Vice President

Position Summary

The Regional Manager is responsible for the overall operational, financial, and leadership performance of an assigned portfolio of residential communities. This role provides strategic oversight to District Managers and Community Directors, ensuring consistent execution of company standards, financial objectives, compliance requirements, and customer experience expectations across the portfolio. The Regional Manager partners closely with the Regional Vice President to drive revenue growth, operational stability, asset preservation, and long-term portfolio success.

I. Portfolio Strategy & Performance Oversight

- Oversee operational performance of assigned properties, including occupancy, NOI, revenue, and delinquency trends.
- Develop and implement strategic action plans for underperforming assets.
- Conduct regular property visits to evaluate compliance, physical standards, and team effectiveness.
- Ensure consistent implementation of company policies and operational procedures.
- Lead stabilization efforts for acquisitions, lease-ups, and distressed assets.

II. Financial Leadership & Accountability

- Review and analyze financial statements, variance reports, and budget performance.
- Partner with site leadership to optimize revenue and control expenses.
- Oversee annual budget preparation and forecasting processes.
- Ensure financial accuracy and operational discipline across the portfolio.

III. Leadership & Talent Development

- Directly supervise District Managers and/or Community Directors.
- Coach and develop leadership teams to improve operational performance.
- Participate in hiring, promotion, disciplinary, and termination decisions.
- Conduct performance evaluations and succession planning initiatives.
- Promote leadership accountability and professional development.

IV. Compliance, Risk & Operational Excellence

- Ensure compliance with Fair Housing laws, local regulations, and company standards.
- Oversee audit readiness and documentation accuracy.

- Partner with HR and Operations leadership on employee relations and risk mitigation.
- Identify operational risks and implement corrective action strategies.

V. Customer Experience & Culture Alignment

- Promote a consistent, solutions-oriented customer service culture across all properties.
- Reinforce professionalism, accountability, and responsiveness at every level.
- Support resident retention and engagement initiatives portfolio-wide.

Core Qualifications

Education: Bachelor's degree in Business, Real Estate, or related field preferred.

Experience: 7+ years of multifamily property management experience with multi-site leadership experience required.

Key Competencies

- Strategic portfolio management
- Advanced financial analysis and budgeting
- Multi-level leadership and team development
- Executive communication and decision-making skills
- Risk management and compliance oversight
- Proficiency in property management systems (ResMan, Yardi, AppFolio)

Physical Requirements

- Travel regularly between assigned properties.
- Frequently walk properties, including climbing stairs and accessing multiple floors.
- Sit for prolonged periods while reviewing reports and working on a computer.
- Occasionally lift and/or move up to 25 pounds.
- Work in indoor and outdoor environments and may be exposed to varying weather conditions.

Employment At-Will: Employment with REEP Residential is at-will. This means that either the employee or the Company may terminate the employment relationship at any time, with or without notice, and with or without cause, subject to applicable law. Nothing in this job description or any other company document shall be interpreted as creating a contract of employment or altering the at-will employment relationship.

REEP Residential is an Equal Opportunity Employer. This job description is not intended to be an exhaustive list of duties and responsibilities. Management reserves the right to modify responsibilities as needed.