

MH Senior Community Manager/Area Manager

January 2024



Pay Structure:

- **Base Salary** = \$40,000-50,000/year
- **Full Time**

About Us:

Dynamic MH Solutions is a consulting group for Manufactured Housing. We have been in business since August of 2021 and are working to build out our organization for the future. We are a small but mighty team that works hard for our clients!

We work for and consult with multiple MH community operators to help navigate home sales, chattel finance, overall community operations, new home sets, refurbs and staff development in manufactured housing.

We are looking for a dynamic professional to join our team that has manufactured housing and/or property management experience. This position will travel to communities throughout the country to teach, train and develop on-site staff and assist with community evaluations and some community operations.

This role will oversee the training and job performance of current community managers, on-boarding new managers, ensuring the utilization of resident management systems and help motivate team members within their assigned communities. This position is an operationally focused, mentor role that will be helping individuals grow within their current positions within manufactured housing. They will be a key member of Dynamic MH Solutions and help to drive growth internally with our organization.

Job Duties:

- Travel to our client's communities for site evaluations to take photos, create site visit notes and evaluate the overall curb appeal of the community.
- Train and on-board new and existing (client) employees and support the operational effort at assigned communities.
- Provide additional attention to communities falling behind company standards and/or set goals via phone calls, in-person visits, video conferences, etc.
- Assist in creating and updating training content for operational processes and procedures based on the needs of the business.
- Work with Dynamic MH Solutions leadership on key objectives to be completed each quarter.
- Implement and track new hires through Community Manager training from start through completion.
- Daily communications with on-site staff, assisting with resident issues, interviewing candidates, and making recommendations to owners on hiring and firing decisions.
- Other duties as assigned by leadership.

Required Skills:

- Manufactured housing experience and/or property management experience
- Experience with Microsoft Word, PowerPoint, Excel and Outlook
- Experience with Rent Manager, Manage America, HubSpot a plus
- Solid communicator via phone, email, text and in-person
- Ability to go into unknown locations and become familiar with the community and staff members
- Great relationship building skills
- Ability to present to small and large groups of people

Job Requirement:

- Ability to travel up to 50% of the time
- Have a working smart phone for communication and that has the ability to take and send photos
- Have a working computer or laptop with a camera for online meetings
- Ability to have a home office set-up to allow for a quiet and productive work space
- Ability to work standard business hours **Monday – Friday**, generally from **8am – 5pm local time**
- Ideal candidate resides in one of the following states for accessible travel: **IL, IN, CO, KY, TN, OH, KS, MO** - preferred but not required

Employee Benefits:

- Remote work
- Bonus eligible position
- W2 Employee
- 401K with company match coming in 2024

