



Affordable Housing Property Manager

Do you have a passion for strengthening communities by helping low-to-moderate-income families to live in a safe and well maintained property? Are you a proud of your work in affordable housing? Are you a real estate professional with certifications such as CPM, COS, LIHTC, and/or RMP? Do you welcome the challenge of working in an urban environment and improving neighborhoods? If so, **we want to talk to you!**

At our core, **New Jersey Community Capital (NJCC)** is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment. We are looking for a special person to assist our **Community Asset Preservation Corporation (CAPC)** subsidiary to oversee the management of its scattered-site residential units.

What you'll do

Making affordable, quality housing available to low and moderate income persons is at the very heart of your role, and you'll be a key player in helping us achieve our mission.

You'll help us by:

- Managing the day-to-day Property Management tasks involved with the units managed by CAPC Property Management, LLC.
- Assisting tenants with requests, questions, problems, and complaints.
- Supporting our Asset Management team by quickly collecting required property and financial information.
- Directing and monitoring maintenance staff responses to requests for service and emergency repairs.
- Helping to establish, and enforce, best-practice procedures for repair requests, maintenance contracts, lease-ups, move-ins, and move-outs.
- Supervising the marketing of vacant units, including coordinating the showings of vacant units.
- Assisting with bookkeeping functions, including:
 - scanning deposits
 - recording receipts
 - entering information into our accounting system.
- Managing income certification process on income restricted units.
- Maintaining orderly and complete tenant files.
- Ensuring all tenants are compliant with federal, local and program rules and regulations, including:
 - Section 8 vouchers

- Temporary Rental Assistance (TRA) vouchers
- State Rental Assistance Program (SRAP) vouchers
- HOME funds
- NSP Funds, NEP Funds, and other municipal ordinances.
- Assisting with lease preparations.
- Assisting with evictions process, as needed.
- Coordinating with CAPC's Homeownership Manager to identify new tenants and create a potential tenant waitlist.
- Participating in CAPC Team check-ins and preparing weekly reports.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Be dedicated to helping us create thriving communities across New Jersey.
- Have five (5) or more years' of property management experience
- Hold one or more of these certifications: CPM (Certified Property Manager), COS (Certified Occupancy Specialist), RMP (Risk Management Professional) and/or LIHTC (Low Income Housing Tax Credit Certification)
- Be an experienced user of Yardi's *Point2 Property Manager* platform
- Ser fluente en Español
- High school diploma, extra points for an Associate's or Bachelor's degree!

What else you'll need to know

NJCC and CAPC are all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our [Glassdoor profile](#), www.capcnj.org, and at www.newjerseycommunitycapital.org.

We offer a competitive nonprofit salary based on experience and skills, as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. CAPC's office is located at 421 Halsey Street and CAPC Property Management's Office is at 460 Washington Street in Newark's Lincoln Park Neighborhood.

NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter, **salary requirements**, and your résumé to hr@njclf.com. Please include "**Property Manager – Your Name**" in the email's subject line.