**Job Title:** Property Manager  
**Job Type:** Full-Time  
**Expected Hours:** 37.5 per week  
**Work Location:** Multiple locations (Relocation to Oshkosh, WI required before start)  
**Schedule:** Monday to Friday

**Position Overview**

The Property Manager plays a vital role in supporting the affordable housing community by providing information, services, and subsidies to applicants, residents, and the public. This position ensures the preservation of housing program assets for future generations.

**Key Responsibilities**

Under the direction of management, the Property Manager oversees the administration of affordable housing programs, ensuring compliance with regulations and policies. Core duties include:

* **Client Services & Certification (15%)**  
  Conduct interviews for initial, interim, and annual re-certifications.
* **Property Oversight (10%)**  
  Perform inspections, coordinate repairs, and assess rent reasonableness.
* **Financial Management (10%)**  
  Collect payments and authorize approved disbursements.
* **Lease Compliance (15%)**  
  Work with residents to ensure adherence to lease terms.
* **Staff Supervision (10%)**  
  Direct and monitor assigned staff or contractors.
* **Record Keeping (15%)**  
  Maintain detailed paper and electronic documentation of all actions and communications.
* **Marketing & Outreach (5%)**  
  Promote affordable housing options to internal and external stakeholders.
* **Budgeting (5%)**  
  Assist in developing and implementing property and program budgets.
* **Fair Housing Compliance (5%)**  
  Actively support access to housing in accordance with federal, state, and local fair housing laws.
* **Workplace Safety (5%)**  
  Adhere to Drug-Free Workplace policies and maintain a safe, supportive work environment.

**Examples of Duties**

* Interview and screen applicants for eligibility.
* Explain program regulations and verify income, assets, and background information.
* Maintain waiting lists and notify applicants of eligibility status.
* Determine rent and subsidy amounts.
* Conduct inspections and ensure timely maintenance.
* Draft and execute lease agreements and termination notices.
* Respond to inquiries from residents and agencies.
* Maintain accurate client records and vacancy forecasts.
* Prepare reports for HUD, WHEDA, the State of Wisconsin, and the Board of Commissioners.
* Collect rent and charges, manage financial records, and process paperwork.

**Preferred Skills & Qualifications**

* Strong interviewing and interpersonal skills.
* Ability to work effectively with individuals under stress.
* Understanding of complex federal and state housing programs.
* Attention to detail and consistency in office procedures.
* Proficiency in data entry, word processing, and spreadsheets.
* Experience in property management, program administration, or direct service to low-income populations.

**Benefits**

* Health, dental, and retirement plans
* Paid time off
* Flexible spending account
* Employee assistance program

**Requirements**

* **Experience:** Minimum 1 year in customer service (Required)
* **License:** Valid Driver’s License (Preferred)
* **Relocation:** Must relocate to Oshkosh, WI before starting