



Job Title:		Property Manager (PM)	
Position Type :		Full-Time Non-Exempt	
Supervisor:		Director of Programs and Assets	
Starting Range:	\$29.54-\$31.34 / hour	Full Range:	\$29.54-\$34.69 /hour

Job Purpose:

The Homes First Property Manager (PM) is responsible for the overall management and operation of portfolio of properties, ensuring they are maintained, occupied, and generating income. The PM is also responsible for maintaining compliance with all funders and reporting agencies.

Scope:

The Property Manager is responsible for overseeing the day-to-day operations of residential properties. This includes managing tenant relations, property maintenance, rent collection, budgeting, compliance with policies and contracts, and financial reporting. The goal is to maximize each property's value and ensure its effective and efficient operation while supporting our tenants to successfully maintain occupancy.

Primary Duties:

Tenant Relations:

1. Serve as the primary point of contact for tenants.
2. Handle tenant inquiries, complaints, and requests in a timely and professional manner.
3. Manage tenant move-ins and move-outs, including coordinating inspections and preparing lease agreements.
4. Enforce lease terms and handle lease renewals and terminations.

Property Maintenance:

1. Conduct regular property inspections to ensure upkeep and identify maintenance needs.
2. Coordinate and oversee repairs and maintenance work, ensuring timely completion and quality standards.
3. Manage relationships with contractors, vendors, and service providers.
4. Ensure compliance with health, safety, and building regulations.

Supervision:

1. Provide supportive and constructive supervision to a team of maintenance technicians, the Maintenance Coordinator and the Program Services Navigator.
2. Consistently review housing management operations such as:
 - a. capital improvements with Director of Programs and Assets (DoPA)
 - b. evictions with Program Services Navigator (PSN)
 - c. rent collections with PSN
 - d. rent rolls with PSN
 - e. rent calculations with PSN
 - f. service provider relations

Financial Management:

1. Collect rent and other fees from tenants, ensuring timely payments.
2. Prepare and manage property budgets, including forecasting income and expenses.



3. Maintain accurate financial records, including income statements, expense reports, and rent rolls.
4. Prepare and present financial reports to the board and senior management.

Marketing and Leasing:

1. Develop and implement marketing strategies to attract new tenants and retain existing ones.
2. Advertise vacant properties through various channels, including online listings and local advertising.
3. Show properties to prospective tenants and conduct background and credit checks.
4. Negotiate lease terms and prepare lease agreements.

Administrative Duties:

1. Ensure that the Asset Management Plan is followed
2. Maintain comprehensive property records, including lease agreements, maintenance logs, and tenant correspondence.
3. Ensure all documentation is up-to-date and accurately filed.
4. Implement and enforce property management policies and procedures.
5. Stay informed about industry trends and changes in local real estate laws and regulations.

Compliance:

1. Ensure goals, objectives, and codes are being met in accordance with federal, state and local regulations
2. Prepare internal and funder-required (WBARS, etc.) reports by collecting, analyzing, and summarizing data and trends.
3. Ensure annual forms for Tax-Exempt Revenue Bonds (TERB) properties are completed and submitted.
4. Follow and enforce all fair housing and local landlord and tenant laws and regulations.
5. Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
6. Supervise professional maintenance and support staff and contractors.

Preferred Qualifications:

- **Education:** Bachelor's degree in business administration, real estate, or a related field is preferred.
- **Experience:** At least 3-5 years of experience in property management or a related field.
- **Certifications:** Certified Property Manager (CPM) or Real Estate License or Contractor License is a plus.

Minimum Qualifications:

- **Education:** High school diploma and five or more years work experience in property management or a related field
- **Experience:** At least 3-5 years of residential maintenance and/or construction fields or real estate.

Knowledge, Skills, & Abilities:

1. Understand and commit to the Mission, Vision, and Values of Homes First.
2. Willingness to embrace Homes First goals of Justice, Equity, Diversity and Inclusion (JEDI).
3. Knowledge of the
4. Familiarity and comfort working with property management database systems – preferably Buildium.
5. Ability to work independently and effectively in MS Office Suite (Word, Excel) and the Google Workspace environment.
6. Ability to maintain a high level of accuracy in preparing and entering data.



7. Ability to handle multiple tasks simultaneously and work under pressure.
8. Must be independent, self-directed and require minimal supervision.
9. Ability to work cooperatively with staff and volunteers
10. Possess excellent written and oral communication skills in English
11. Honest and trustworthy
12. Possess cultural awareness and sensitivity to people from diverse backgrounds and abilities
13. Flexible
14. Demonstrate sound work ethics
15. Provide proof of and maintenance of a valid Washington Driver's license and state-required automobile insurance for work-related use.

* The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Homes First is an Equal Opportunity Employer

Last updated 01.31.2025