

The Texas State Affordable Housing Corporation (TSAHC) is a dynamic, self-supporting nonprofit created by the Texas Legislature to meet the housing needs of low- and moderate-income Texans. We do this primarily by creating and managing programs that help Texans buy homes, developers build affordable rental communities, and provide affordable rental housing in high opportunity areas. Our work is supported by motivated team members who believe in each other and in the work we do. We invite you to find out more about us at www.tsaahc.org.

One of TSAHC's primary public purposes is to create and maintain affordable rental homes in Texas to assist low- and moderate-income renters. TSAHC is seeking a highly motivated, customer-centric individual to fill the **Senior Property Manager, Single-Family Homes** position to help oversee and manage our portfolio of rental properties.

Senior Property Manager, Single-Family Homes

The Senior Property Manager works under the guidance of the Director of Asset Oversight and Compliance. Responsibilities include managing a diverse rental program portfolio consisting of 41 single-family rental homes, two commercial buildings and one 15-unit multifamily tax credit property to ensure they are well maintained, operated, and to ensure our tenants are receiving great service.

Essential Duties and Responsibilities:

- Daily hands-on management of single-family property portfolio
- Responds to tenant needs, ensuring administrative or maintenance staff responds to problems by phone or email in a timely fashion
- Maintains accurate records of multifamily, single-family homes and commercial property transactions on a timely basis (annual budget, income projections, rent collection, delinquency reports, lease renewals and managing move-in and move-outs)
- Complete market rental evaluations and propose annual rent increases
- Ensure compliance with TSAHC, federal or state program rent and income restrictions
- Manages lease violation and HOA violations in a timely manner
- Follow eviction processes including posting notices, attending hearings, and meeting constable
- Establish and maintain professional relations with third-party property management contracts
- Manages lead maintenance technician (ensures work orders, make-readies, and routine rental inspections are completed timely)
- Maintains accurate records for maintenance vehicle (routine truck maintenance and cleanings)
- Supervise vendors (landscaping, janitorial, pest control, etc.) and other maintenance request activities
- Recommends and/or approves alterations, maintenance and reconditioning to properties as necessary
- Conduct comprehensive reviews of a property's physical condition, financial performance and operating practices
- Prepare quarterly and annual reports, for supervisor's review
- Manage annual budget for operating and capital expense
- Forecast management plan and prepare report to explain variance semi-annually
- Support all property purchases/sales by overseeing due diligence process, including property tax-exemption submissions and monitoring the action of outside broker
- Identify growth potential for the rental program via single-family rental purchases or BTR purchases
- Annualize multifamily First Right of Refusal (FROR) properties for potential purchase
- Perform other duties as assigned

Qualifications:

- Undergraduate degree in real estate, property management, finance or business. Equivalent professional experience combined with education and/or professional industry training may be substituted for education.
- A minimum of one (1) year experience in a senior property manager role and two (2) years of experience in a property manager role
- Experience managing or supervising employees
- Proficiency in Microsoft Excel, Word and Outlook
- Excellent verbal and written communication, negotiating and problem-solving skills
- Ability to manage multiple priorities and prioritize work
- Ability to solve problems and deal with conflict resolution
- Ability to demonstrate integrity, dependability, and flexibility with a sense of urgency
- Ability to work independently and as part of a team
- Willing to work in various environments (office, outdoors, and vehicle)
- Ability to stand, walk, sit, stoop, and crouch
- Willing to work over 40 hours per week, and occasional weekends if needed
- Willing to travel at least 15% of the time
- Must have a valid Texas driver's license and maintain the driver's license for the duration of employment and reliable transportation is a must

Preferred:

- 2-3 years of experience in property management or real estate field
- Bilingual (Spanish)
- Maintains a Texas Real Estate License
- Some knowledge of local, state, and federal affordable housing compliance regulations for housing tax credit

Compensation and Benefits:

The position is a full time, salaried, managerial position. Compensation will be based on relevant experience. Additionally, our benefits package includes the following:

- Healthcare plan
- Dental & vision plan
- 403(b) retirement plan with employer match
- Parental Leave
- Paid holidays
- Vacation and sick leave
- Life insurance

We work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

Qualified candidates are encouraged to submit their resume and cover letter by email to Celina Stubbs, Director of Asset Oversight and Compliance, at cstubbs@tsahc.org. Please reference "Senior Property Manager, Single-Family Homes" in the subject line.

Initial interviews will be conducted by phone with follow-up interviews in-person. This position is an in-office hybrid position at our Austin, Texas location. Employees are required to work in the office, in-person, on Tuesdays and Wednesdays.

For more information on TSAHC, please visit us at www.tsahc.org.

TSAHC is an Equal Opportunity Employer