



Job Title: Community Manager – PAH! Hiland Plaza
FLSA: Full-Time – Exempt
Salary Range: starts at \$50,000 per year

Summary of Responsibilities

Monarch Properties, Inc. is seeking an experienced Community Manager to lease up and oversee one of Albuquerque’s most prestigious developments. Greater Albuquerque Housing Partnership, in collaboration with the Deaf Culture Center of New Mexico, is nearing completion of a 92-unit community at Central and San Mateo. The award-winning PAH! Hiland Plaza will have a leasing preference for the Deaf, Deaf-Blind or Hard of Hearing community and will begin pre-leasing in February 2023. There will also be 23 affordable units set aside for people using vouchers from Albuquerque Housing Authority. When finished, PAH! Hiland Plaza will deliver modern one-, two- and three-bedroom layouts, becoming yet another important addition on famous Route 66.

We’re looking for an ideal candidate with the appropriate skills and knowledge who can appreciate the significance of PAH! Hiland Plaza for our city. You should have a positive, ‘can-do’ attitude, be a team player, and be open to training and professional growth. You should also have a desire to make a difference to your Residents and the community. This position will begin in mid-January 2023 to meet the lease up timeframe.

Essential Duties and Responsibilities

- Initial lease up this brand-new community in accordance with the programs and goals
- Ensure resident files are compliant and complete
- Ensure processes are completed in a timely manner (move-ins, move-outs, work orders, etc.)
- Understand and operate within the community’s financial guidelines
- Ensure compliance with government programs (e.g., LIHTC, MFA)
- Process Accounts Payable correctly and timely
- Maintain low delinquency and enforce lease compliance when necessary
- Conduct regular unit inspections, daily, weekly, and monthly reporting
- Properly direct and lead your staff (Leasing Assistant and Maintenance Lead)
- Hire and train staff as needed

Required skills and abilities:

- Prior Property Management
- LIHTC experience
- American Sign Language (ASL)
- Communicate effectively with the hearing and non-hearing populations
- ONESITE/RealPage software a plus
- Knowledge of Fair Housing Laws
- Ability to exercise good judgement and seek guidance when needed
- Be Self-motivated
- Be detail focused
- Display professional demeanor
- Strong and clear communication abilities
- Maintain a clean and organized work environment
- Good knowledge of Microsoft Outlook, Word, and Excel and be able to learn other programs
- Pass a background screening including drug testing, criminal, credit, and employment history.
- Spanish speaking a plus

Compensation:

- Pay dependent on experience and qualifications
- Paid time off (vacation and sick leave)
- Health, dental and vision coverage available
- Life insurance
- Paid holidays

Email resume and cover letter to mnavarro@monarchnm.com.

Additional information about PAH! Hiland Plaza can be found at www.pahhiland.com.