Title: Property Manager  
Reports to: Director of Planning and Community Development  
Department: Community Development  

Who we are:  
The mission of PUSH Buffalo is to mobilize residents to create strong neighborhoods with quality, affordable housing; to expand local hiring opportunities; and to advance economic and environmental justice in Buffalo.  

Aaron Bartley and Eric Walker founded PUSH in 2005. PUSH Buffalo was established to: create strong neighborhoods with quality affordable housing; decrease the rate of housing abandonment by reclaiming empty houses from neglectful public and private owners and redeveloping them for occupancy by low-income residents; and develop neighborhood leaders capable of gaining community control over the development process and planning for the future of the neighborhood.  

PUSH’s members are the community organizers who make affordable housing a reality in Buffalo. Our members work with partners and funders to create a healthy, just and strong city that includes community control of resources, living wage jobs and access to quality education, healthcare and transportation.  

About the position:  
The Property Manager will be a key member of PUSH’s Community Development and affordable housing team. In this role, the Property Manager will oversee day-to-day operations of PUSH Buffalo’s residential and commercial properties. They will establish strong working relationships within community members, tenants, vendors, municipalities and contractors. They will ensure compliance with all rules, regulations and laws relevant to PUSH’s work and affordable housing programs. BNSC and PUSH’s current portfolio of affordable housing includes over 100 units of affordable housing on several sites, 11 units currently under construction, and approximately 53 units of supportive and affordable housing in pre-development.  

Key Responsibilities:  
• Uphold PUSH core values-Member Involvement, Inclusiveness, Ownership, Results Oriented, Relevant, Justice  
• Perform job duties in ways that will promote and uphold our organization’s mission.
• Carry out all marketing, leasing, recertification and administrative functions, including maintaining tenant files and ensuring compliance with applicable income guidelines
• Hire, train and supervise all maintenance staff
• Administer site specific programs and ensure compliance with each applicable agency (City of Buffalo, HCR, HUD, etc.)
• Oversee day-to-day maintenance operations, including unit turn overs and work orders
• Develop and maintain property financial budget
• Maintain the affordable housing waitlist and process new move in files
• Show property to prospective new residents
• Conduct annual/interim unit inspections to ensure compliance with Housing Quality and other applicable standards
• Oversee move in and move out processes
• Maintain accurate resident records including rents, deposits and application fees received by residents
• Issue appropriate notices when necessary (i.e. late payment, eviction notices, returned checks, memos)
• Monitor collection of rents and prepare of receipts
• Meet with residents to resolve issues and complaints
• Tenant/landlord relations, including eviction actions as necessary
• Review, submit, and properly code all invoices for Finance Department
• Work with/assist the Director of Planning and Community Development with Capital Budget preparations for the property.
• Assist the Finance department with any questions or problems that arise regarding billings, invoices, charges, coding and dispute resolution as well as assisting them with operational and capital budgets for assigned properties.
• Other tasks and projects as necessary

Qualifications for Entry into this Position:

• Excellent verbal and written communication skills.
• Ability to work effectively and respectfully with a variety of personalities and work styles.
• Ability to meet deadlines and work independently with minimal supervision
• 3-5 years property management experience required. Experience in affordable housing property management helpful.
• Knowledge of Section 8, Tax Credit, and/or other affordable housing programs
• Understanding of Operating Statements and Financial Budgets
• Minimum High School diploma or G.E.D required. College degree in Property Management, Project Management, Business Management or similar is preferred but not required.
• A working knowledge of Microsoft Office (Word, Excel, and Outlook) and ability to learn in-house software programs.
• Previous direct supervisory experience is preferred
• Bi-lingual Spanish is preferred but not mandatory
• Exceptional leadership abilities and customer service

Salary Range and Benefits
Commensurate with experience

Join our team and build your career with us! We offer:
- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice
- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, vision, and significant paid time off

How to apply
Proposals will be accepted until the position is filled, and will be considered on a rolling basis. Proposals should include a letter of application, resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:

Jenifer Kaminsky  
Director of Planning and Community Development  
BNSC/PUSH Buffalo  
jen@bnscbuffalo.org

The letter of application will be a critical document for determining who will be interviewed for this position. The letter should summarize relevant experience and skills. The letter should also discuss why the candidate is enthusiastic to assume the responsibilities of this position.

Women, people of color, and people who identify as LGBTQ are strongly encouraged to apply.