

Job Opening: **Vice President of Property Management**

**COMPANY DESCRIPTION**

The Greensboro Housing Authority (GHA) strives to become the "Authority in Housing". We endeavor to generate bold creative ideas and new ways of solving the housing shortage we face as a country. Our aim is for every interaction to be driven by our CORE VALUES: Integrity, Service to Others, Excellence, Communication, Accountability, Innovation, and Collaboration.

GHA is an innovative and growing organization which develops, owns, and manages affordable housing along with administering rental assistance throughout the City of Greensboro and Guilford County, North Carolina. We seek an enthusiastic, career-minded LEADER with a strong work ethic and commitment to teambuilding and teamwork! One who will lead, build, and serve as a key team member in fulfilling the vision, advancing the mission and achieving the goals of our dynamic organization.

**GENERAL STATEMENT OF JOB**

Under minimal supervision, the Vice President of Property Management is responsible for leading and stewarding the overall strategic direction, operation, and profitability of the Greensboro Housing Authority (GHA) property management division. Primary duties include, setting the property management company and individual property performance goals, oversight of property compliance, budgeting, marketing, budgets and fiscal management, property management, and property curb appeal and maintenance. Work involves establishing and maintaining operational policies and procedures necessary to administer all programs in the Property Management Division to effectively comply with federal, local and Authority regulations. Developing and maintaining standards of performance for Property Management and Maintenance. This leader is also responsible for developing annual budgets and maintaining adequate fiscal controls. This Team Member must exercise considerable independent judgment, initiative, integrity, and ethics in performing the duties of the position. Reports to the Chief Operating Officer. (This is an exempt position under FLSA).

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Business Administration, Real Estate, Public Administration, Engineering or related field; minimum of five years in the housing industry as a Senior Leader including Regional Property Manager, Senior Property Manager, or equivalent position; minimum of five years' experience leading a team of 50 or more persons in progressive areas of responsibility; minimum of five years' experience managing an over 2,400+/-unit multi-family portfolio; Certified Property Manager, North Carolina Real Estate Broker License, or similar designation preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the state of North Carolina and maintaining a good driving record.

Closing Date: Open until filled

**Complete application on-line at [www.gha-nc.org](http://www.gha-nc.org) and send your resume to Tracy Willis, [twillis@gha-nc.org](mailto:twillis@gha-nc.org)**

**No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing.**

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