



## JOB DESCRIPTION

Position Title	Program/Department	Reports to
Property Manager	GSM Properties	GSM Executive Director/Broker at BVW
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	April 2019

### POSITION SUMMARY

In collaboration with BVW Property Management, the GSM Property Manager is responsible for the marketing and direct management oversight of assigned residential properties. The goal is to maximize number of residential units that are affordable for households earning 80% or below of the area median income in Ottawa County.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develop and execute a county wide marketing plan with targets for scaling to 115 units over a 3 year period.
- Establish a county wide recruitment strategy and plan with private and institutional landlords such as churches and nonprofits for affordable rental units to rent at the HUD Fair Market rates.
- Meet with potential landlords to customize and maximize affordable rental units in the marketplace addressing barriers to affordability.
- In collaboration with BVW Property Management, execute property management agreements with landlords and GSM Properties that are tailored to attract and maintain affordable rental units.
- Develop tenant referral system with GSM HARA (Housing Area Resource Agency) and other nonprofits providing housing services in Ottawa County.
- Develop tenant referral system with area employers who may employ those earning less than 80% area median income.
- With the support of BVW Property Management, oversee the management of assigned affordable units.
- Activate support services and insure sustainability and success of tenant and prevent evictions when necessary.
- Adopt property management practices to insure tenants are seen as good neighbors and valued tenants.
- On call responsibilities may be required at times for emergencies

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Real Estate license with experience in property management as owner or manager
- Excellent organizational skills
- Financial acumen
- Ability to communicate effectively with multiple stakeholders
- Interpersonal skills with ability to maintain appropriate boundaries
- Knowledge and passionate about affordable housing

**PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Previous experience with property management of affordable housing
- Self starter
- Knowledge of the Ottawa County churches and nonprofit sector

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Significant county wide travel required and a flexible schedule. Must have valid driver’s license and have access to private vehicle for transportation.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received and accepted by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.