

MONROE GROUP

Community Manager

Aurora, CO

Join a growing organization that supports and strengthens the low-income housing communities across the country. Founded in 1981, Monroe Group is a privately held corporation headquartered in Denver CO. It has grown to become one of the country's fastest-growing affordable housing property management companies with a portfolio of more than 50 multi-unit properties with over 5,000 units in 16 states across the country serving families, seniors and persons with disabilities. Monroe Group believes that each employee contributes directly to the growth and success of the company, and that our employees are our most valuable asset. We take pride in fostering long-term relationships with our employees by providing them with competitive salaries, excellent benefits, career development and training.

POSITION SUMMARY

Community Manager is fully accountable for all day-to-day property operations, staff management and providing safe living conditions for all residents at our Weatherstone Apartment community. The position requires a strong leader and team player who has good conflict-resolution skills and is able to respond calmly in various situations.

Weatherstone Apartments is a 204-unit family community with a mix of one-, two- and three-bedroom apartment homes in 26 buildings on 3.25 acres in suburban Aurora. It is located in close proximity to the Town Center at Aurora with shopping and dining, as well as Interstate 70 and public transportation. The community is also located next to Hinkley High School.

ESSENTIAL FUNCTIONS

- Oversee all aspects of Weatherstone Apartments daily operations.
- Lead a Community Management Team.
- Develop and manage a budget, in cooperation with Regional Property Manager.
- Enforce lease agreement, house rules and regulations.
- Ensure the property is 100% occupied including maintaining a waitlist at 30% and transferring waiting list in compliance with all applicable regulatory agencies' procedures.
- Work closely with members of the Community Management Team to make sure apartments and turns align with company standards.
- Manage property operations in accordance with all Federal, State and local Fair Housing laws.
- Daily inspection of property for cleanliness.
- Monitor rent collection process and delinquencies according to policies and procedures, and bank deposits.
- Create and manage files for all residents.
- Complete all annual income re-certifications and perform annual unit inspections.
- Orient new residents to building site, policies and procedures.
- Forward any reasonable housing requests and Fair Housing complaints in a timely fashion to Monroe Compliance Department.
- Prepare property for annual Management Occupancy Review (MOR).
- Maintains confidentiality of past and current residents, management staff, community partners, vendors, etc.



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- Work collaboratively with the community management team to meet property needs and resolve resident issues.
- Schedule resident events and works with police and community organizations to organize events.
- Communicate regularly with residents about on-site and community events/services through printed notices and flyers, maintains bulletin board postings and creates monthly property newsletter.
- Other duties, as assigned.

REQUIREMENTS

- Bachelor's Degree or equivalent from an accredited college or university.
- At least three years of experience property management experience including over one year of experience working in low-income and Section-8 housing.
- Knowledge of Federal, State and Local Policies, and Fair Housing policies affecting low-income, Section 8 property management preferred.
- Excellent written, oral communication and presentations skills.
- Ability to understand and respect values, attitudes, and beliefs that differ across cultures and to respond appropriately to these differences with participants and in planning, implementing, and evaluating programs and services.
- Understands how to build relationships with residents and develop community partnerships to support resident needs and goals.
- Proficiency in MS Office Suite.
- *Physical:* Must be able to lift up to 40 pounds, walk up and down stairs, stand, sit, bend, twist, stoop, kneel, use fingers and hands, and able to walk property in its entirety.
- *Personal:* Must be able to follow directions, be innovative and resourceful, provide excellence customer service, display respect and professionalism at all times. Must be able to work independently or as part of a team, as required.

BENEFITS

- Health plan options
- Dental and Vision
- 401(k) with dollar for dollar up to 4% match
- Company paid Term Life and Long-Term Disability
- Paid Vacation
- Paid Sick
- Paid Holidays

Monroe Group is committed to diversity in its workplace, and applicants from all backgrounds are encouraged to apply.