

Employment Opportunity Posting

Management Co.: Brandywine Agency, Inc.

Position Available: Executive Director – Riverview Apartments

Available: 09/01/2024

Location: Squirrel Hill, Pittsburgh

Job Description: As the Executive Director, you will be responsible for the overall management, marketing, and maintenance of Riverview Towers Apartments. You will work closely with the Board of Directors and management company to meet financial objectives, ensure regulatory compliance, and maintain a high standard of living for our residents. You will lead a team of dedicated staff to achieve these goals and report directly to the Board President and to Brandywine’s Director of Property Management.
Please visit the Property Website:
<https://brandywinecommunities.com/senior-properties/riverview/>

Essential Duties:

- Financial & Operational Management:
 - Collaborate with the Board and Brandywine to set and review rent levels.
 - Oversee the preparation and submission of rent increases and lease renewals.
 - Ensure timely and accurate processing of move-ins, move-outs, recertifications, and renewals to maintain optimal occupancy.
- Team Leadership:
 - Supervise, train, and mentor staff, ensuring alignment with the company’s goals and the Board’s guiding principles.
 - Conduct weekly staff meetings and promote continuous improvement through ongoing training and leadership.
- Property & Resident Management:
 - Approve rental applications, adhering to property standards and regulatory requirements.
 - Ensure tenant files and property software data are accurate and up-to-date.
 - Maintain the property and grounds to a high standard, directing the maintenance team as needed.
 - Address and resolve resident issues and conflicts promptly and in accordance with site guidelines.
- Regulatory Compliance & Reporting:
 - Ensure compliance with all state and federal regulations, including LIHTC and Project-Based Section 8 programs.
 - Prepare the property’s annual budget for senior management approval and provide accurate financial and variance reporting.
 - Handle bid solicitation, purchase orders, and invoices in accordance with the company’s purchasing policies.
 - Report to the Board of Directors and housing agencies regularly.
- Community Engagement:
 - Act as the community liaison, fostering positive relationships with residents, staff, and

external stakeholders.

- Participate in fundraising and marketing initiatives to support tenant needs and building improvements.

Work Schedule: This is a full-time position, Monday through Friday, from 8:00 AM to 5:00 PM.

Qualifications:

Requirements: • Education: High school diploma or GED equivalent required; Bachelor's degree preferred. • Experience: • 1-3 years of experience in affordable property management. • 1-3 years of supervisory and leadership experience. • Experience with housing agency reporting. • Hands-on experience completing certifications for LIHTC and Project-Based Section 8 programs. • Skills: • Proficiency in Microsoft Office and property management software (RealPage, Yardi, OneSite, etc.). • Knowledge of marketing, leasing techniques, and landlord-tenant laws. • Ability to multitask and manage a fast-paced environment with strong attention to detail. • Excellent interpersonal skills with the ability to work with a diverse group of people and personalities. • Highly motivated, independent, and self-starting. Preferred Qualifications: • Certifications such as NAHP – CPL, SHCM, CAM (MA - C3P). • Experience dealing with vacancy and layered housing programs. • In-depth knowledge of LIHTC and HUD regulations.

Other:

Schedule: • 8 hour shift • Monday to Friday Education: • High school or equivalent (Required) Work Location: In person

Compensation:

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Apply:

Send Resumes to: jkatz@brandywineagency.com

Listed on Indeed and LinkedIn