



Position Available
In
Charlottesville, VA

Property Manager for Blue Ridge Commons

Progressive non-profit affordable housing community in Charlottesville, VA is seeking a motivated individual to join our staff. Duties will include:

- Marketing and leasing units in a timely manner
- Collecting, posting, and depositing income in a timely manner
- Recruiting, hiring, orienting, and supervising on site property staff
- Ensuring compliance with HUD program through regular file audits, property inspections, and timely reporting
- Preparing annual property budget

Successful candidate will:

- Be skilled in the use of computers and software applications, esp. Excel
- Be able to establish effective relationships with tenants and co-workers
- Possess solid knowledge of property management functions
- Previous property management and HUD experience a plus
- Have good leadership, organizational, and communication skills

This position is a full time position with excellent pay and benefits. Salary is commensurate with experience. To apply, please email resume to Tomeka Owens at towens@chpc2.org or fax to 804-343-7208.

Blue Ridge Commons Apartments/Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.