



## **PROPERTY MANAGEMENT DIRECTOR JOB ANNOUNCEMENT**

Affordable Housing Developers is currently seeking a **Full-Time Property Management Director** to join our team. The ideal candidate will be experienced in managing affordable multi-family properties, have strong organizational and communication skills and have an expansive knowledge of affordable housing program rules and regulations. The right leader will take ownership of the role, proactively expand the property management portfolio, and provide strong leadership to both staff and independent contractors under their supervision.

### **Position Details:**

- Job Title:** Property Management Director
- Location:** Dickinson, ND or Bismarck, ND  
(Remote/Hybrid options may be available)
- Schedule:** Monday through Friday, 8:00am-4:30pm  
(On-call for emergencies)

**Reports To:** Executive Director

### **Key Responsibilities:**

- Lead and manage the day-to-day operations of the AHDI multi-family housing portfolio including processing tenant recertifications and applications, verifying and approving contract payments and invoices; addressing tenant, vendor and site manager complaints and concerns
- Oversee and train all site management staff to ensure properties in the portfolio are upkept, maintained and performing satisfactorily
- Oversee and train the Property Management Assistant, delegate tasks and review work performance
- Ensure full compliance with all affordable housing program requirements including submitting monthly, quarterly and annual compliance reports
- Delegate tasks to appropriate staff including the preparation and processing of tenant correspondence, the marketing and turnaround of vacant units and the maintenance of waiting lists

- Conduct regular property site visits and establish connections within the project communities
- Serve as the primary liaison with housing authorities and regulatory agencies; prepare for and respond to file reviews, inspections and compliance reviews
- Oversee the development and maintenance of property inventory and maintenance records
- Collaborate with the administrative and project development departments to support organizational goals, develop budgets and expand operations
- Develop and enforce policies, procedures and standards to ensure consistent operations
- Establish and maintain vendor and maintenance contracts
- Attend periodic and annual trainings to keep up to date on regulatory requirements, state and local laws, ordinances and housing trends
- Adhere to fair housing practices and compliance with internal tenant selection criteria, occupancy rules and affirmative fair housing marketing plans

#### **Minimum Qualifications:**

- Associate's Degree in Business, Real Estate, Public Administration or related field
- Minimum of 5 years' experience in property management, compliance, leasing or tenant relations
- RHS or HCM-R and HCM-HF Certifications for the Rural Development and HOME Programs or ability to obtain within 60 days of hire (CPM designation preferred)
- A demonstrated ability to effectively communicate professionally in both written and oral formats
- Excellent customer service skills
- Working knowledge of standard office equipment
- Proficiency in Microsoft Office and property management software
- Ability to work independently with minimal supervision and with diverse groups
- Strong organizational and time management skills
- Ability to work quickly under time restrictive deadlines and maintain composure in a high stress environment
- Required to sit for long periods of time at a computer
- Must possess a valid driver's license and insurable driving record
- Own a vehicle suitable to meet job requirements
- Regular travel throughout the State of North Dakota is required
- Must pass pre-employment criminal background check and reference checks

## **Why Join Us?**

At Affordable Housing Developers, we are dedicated to making a difference in the lives of low-income individuals and families in North Dakota. By joining our team, you will play a critical role in helping to create and manage housing solutions that make a lasting impact.

We offer a flexible work environment, \$700 per month health care stipend, employer paid dental, vision, disability and life insurance, 13 paid holidays, 2 personal holidays, sick and vacation leave time, and retirement benefits.

## **How to Apply:**

Interested candidates should send their resume and a cover letter to:

Affordable Housing Developers, Inc.  
PO Box 1326  
Dickinson, ND 58602-1326  
[admin@ahdi-nd.org](mailto:admin@ahdi-nd.org)

Please include a brief summary of your qualifications and why you are passionate about supporting affordable housing initiatives.

***Equal Opportunity Employer: Affordable Housing Developers does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment of the provision of services and complies with the provisions of the North Dakota Human Rights Act.***