Benton Harbor Housing Commission (BHHC) is currently recruiting for a **Public Housing Property Manager** who will work primarily at our Harbor Tower location in Downtown Benton Harbor, MI.

BHHC is looking for a self-starting leader to manage, motivate and build teamwork within their portfolio. Responsibilities will include directing and supervising staff, to include Property Specialists and maintenance staff. The individual selected for this position will ensure that the associated property is operated in an efficient, cost-effective manner while providing high-quality, well-maintained housing for residents and/or tenants.

Benton Harbor Housing Commission is the largest provider of affordable housing in the city of Benton Harbor and a nationally recognized leader in affordable housing.

Essential Functions

The Property Manager will:

- Manage a large portfolio with various subsidy programs and tax credit overlays; oversee the site waiting list and screen applicants as needed or required; conduct move-in orientations and tenant file certification; oversee vacancies and arrange work orders; perform property and unit inspections.
- Provide a high level of customer service; address resident complaints; make decisions on tenant issues and legal tenant document issues in accordance with Landlord-Tenant Law; enforce lease rules and regulations; create and manage a variety of legal notices to ensure that all residents maintain compliance with all lease restrictions; process evictions as requested or required; perform lockouts and safety emergencies.
- Recruit and hire staff; assign, direct, train, and inspect the work of staff; reward, discipline, coach, counsel, and evaluate staff performance; create administrative and maintenance staff schedules; recommend transfers, promotions, suspensions, terminations, and demotions; recommend and execute disciplinary action when needed; direct and supervise property staff on daily operations.
- Develop yearly operating budgets; provide recommendations on capital improvements; manage procurement, purchase orders and manage expenses; prepare a variety of financial reports; manage tenant accounting.

- Plan, develop and implement projects; direct project activities; meet deadlines and provide feedback; coordinate projects with other departments; analyze and organize projects based on the Authority's goals; schedule and manage special projects.
- Establish and sustain effective communication and professional relationships with external stakeholders, service providers, etc.; ensure timely coordination, consistent updates, and clear notifications related to property operations, compliance requirements, service contracts, and project timelines.
- Other job duties as assigned.

Preferred Qualifications:

- Associate's Degree **AND**
- Moderate experience in affordable housing property management, Fair Housing Law, Landlord-Tenant Law **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

Required Knowledge, Skills and Abilities:

- Knowledge of complex affordable housing programs including HUD rental assistance and/or other applicable regulated housing programs and Authority policies and procedures; tax credit experience is desirable.
- Demonstrated ability to prepare and maintain records (manual and electronic) and reports with a high level of accuracy and attention to detail; ability to perform mathematical calculations.
- Strong organizational skills including prioritizing, ensuring accuracy, multi-tasking, and handling interruptions appropriately; ensures assignments are completed in a timely and effective manner.
- Communicates effectively and collaboratively with individuals, and internal and external organizations; applies effective written and oral communication techniques to convey clear and timely messages; ability to present policy and changes in front of a group.
- Ability to manage and supervise staff effectively.
- Ability to work independently and as a team member to develop effective working relationships; works cooperatively, exchanges ideas, and addresses issues in a constructive, collaborative manner.

- Adapts to changing business needs, conditions, and work responsibilities; responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
- Analyzes problems, identifies alternative solutions and consequences of proposed actions, articulates possibilities, and implements recommendations to support goals; demonstrates critical, creative, and reflective thinking.
- Utilizes excellent time management and problem-solving techniques, and use of professional judgment in complex situations; demonstrates strong project management skills.
- Proficiency using MS Office applications including Word, Excel, Outlook and the Internet.
- Ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.

Special Requirements:

- Consent to and pass a driver's, drug screen and criminal records background check.
- Must possess a valid driver's license to travel between work sites as required. Must have an acceptable driving record at time of appointment and throughout employment.

Application Requirements: To be considered for this opportunity, you must:

- Complete the application profile in its entirety. Located at 721 Nate Wells Sr. Drive, Benton Harbor, MI 49022
- Include a detailed résumé of all educational and professional experience.

Salary & Benefits:

The salary range for this position is based on qualifications and professional experience. The. Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

Work Environment: *Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Environment:
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Equal Opportunity:
Benton Harbor Housing Commission is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Job Title

Property Manager (Benton Harbor, MI)

Application Deadline

10/03/2025

Salary Range

Based on Experience

Job Location

Benton Harbor, MI