BHHC Property Manager

Benton Harbor Housing Commission is the largest provider of affordable housing in the city of Benton Harbor. BHHC is looking for a self-starting leader to manage, motivate and build teamwork within their portfolio. This position requires continual contact with professional peers, staff, residents, clients, landlords, and outside community at large, the Property Manager must demonstrative effective written and oral communication skills. While working with senior members of the BHHC and other office administrative staff, the Property Manager must be able to work collaboratively in the development, revisions and implementation of all policies, procedures, programs and systems.

This position reports to the Executive Director. The following is a description of the duties associated with the Property Manager position.

PRINCIPAL DUTIES

- Ensure that all duties and responsibilities for the day-to-day management of the property are met.
- Oversee the maintenance and upkeep of housing units. Coordinate with maintenance supervisor, staff and contractors for repairs and upgrades.
- Reviews initial lease up rent determinations.
- Enforcing lease regulations, following through on violations of the lease with respect to state and federal regulations governing evictions; working closely with, and reporting to, the Executive Director with respect to legal actions.
- Conducts annual and interim recertification's and review of tenant families and prepares lease addenda and required notification to tenants. Conducts quality control monitoring of recertifications completed by subordinate personnel.
- Meeting with residents to discuss specific correctable lease violations and conducting the necessary follow-up to ensure that all residents are complying with the terms and conditions of agreements.
- Making referrals to current and potential residents for community services when necessary.
- Following through on violations of the lease with respect to state, federal and local regulations governing evictions, to include aggressively ensuring the safety of the resident community by taking eviction action in violent crime and drug related lease violations.
- Responsible for tenant charges, rents and fees.
- Monitors and trains subordinate personnel, giving feedback to Human Resources on personnel performance and evaluation.
- Maintains close contact with tenants, tenant organizations and community resource agencies.
- Visits and reports on established policy regarding tenant housekeeping, inspection, and violations of State Sanitary Code.
- Monitors project buildings and grounds and consults Executive Director regarding corrective upgrades needed.

- Monitor project building stock and submit request/ purchase orders as needed for daily operations and contractor needs.
- Prepares monthly report for development(s) and attends monthly Board meetings to report on developments.
- Responsible for review and project management level approval of accounts payable and deposit of rents and accounts receivable for both AMPs.
- Performs other related duties of the class as required and 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.
- Verification of qualifications/ licenses/ certifications required as applicable

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of procedures and policies of local housing authority.
- Ability to read and interpret leases.
- Ability to make computations and to utilize computer to produce required documents.
- Ability to maintain effective and professional communications with staff, tenants and community service organizations.
- Ability to prepare accurate and timely reports.
- Ability to give clear and concise written and oral instructions.
- Knowledge of the criteria and factors used in accepting tenants for public housing.
- Ability to plan, assign, review and coordinate work and programs.
- Proficient computer skills, including word, excel, etc.,

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.
- While you are on the job, BHHC expects you to wear clothing and accessories that are appropriate in a professional business environment.

WORK ENVIRONMENT:

Applicants 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).

PERIOD OF TERM: AT WILL EMPLOYMENT

SALARY & BENEFITS:

The salary range for this position is based on qualifications and professional experience. Performance based merit increases 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.

APPLICATION REQUIREMENTS:

To be considered for this opportunity, you must complete the application profile in its entirety by **August 17, 2026**. Applications can be obtained at 721 Nate Wells Sr. Drive, Benton Harbor, MI 49022. Please include a detailed résumé of all educational and professional experience.

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

APPLICATION DEADLINE: **August 17, 2026**

SALARY (Non-exempt): Salary Range Based on Experience

JOB LOCATION: Benton Harbor, MI

(PHA may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit PHA's right to assign other functions to an employee in this position.