



Title: Property Manager

Compensation: \$30,000 - \$35,000 annual salary

Responsible to: Housing Director

Mission Statement: The Well CDC exists to give worth, value, and dignity back to the communities of Akron.

Main Objective:

To use your gifts and talents to assist the housing department of The Well CDC in creating a healthy housing pipeline within the Middlebury community by providing support to residents, helping them move through a pipeline of housing from subsidies to home ownership.

Job Description:

I. General

- a. Grow The Well CDC's ability to create and sustain home ownership in the Middlebury community.
- b. Understand The Well CDC's Housing process from property acquisition through projection completion
- c. Work toward long-term financial sustainability of The Well CDC.
- d. Understand the mission of The Well CDC and be able to communicate it effectively.
- e. Act as the primary point of contact for the tenants of The Well CDC residential units.
- f. Understand Fair Housing and Tenant Law.
- g. Oversee and execute tenant process, including tenant identification, rent collection, and possible evictions
- h. Keep accurate records. Understand restrictions and track local, state, and federally funded projects over the defined "affordable" restriction period.
- i. Plan and coordinate an annual appreciation event for tenants.

II. Property Management

- a. Minimum of twice a year routine maintenance checks on all of The Well CDC residential properties
- b. Coordinate with Housing staff on maintenance requests and schedule maintenance tasks.
- c. Work with Housing Director to budget for ongoing residential property improvements.
- d. Perform, schedule, or coordinate basic maintenance tasks as able.
- e. Understand application process for Home Weatherization and Lead Abatement Grants. Guide The Well CDC and tenants through the process.

III. Program Development

- a. Create and execute a system to help individuals and families building their capacity to rent or own a home without federal subsidies. Support "Subsidies to Ownership" from the strategic plan.
- b. Help manage and grow the Tool Library and Home Maintenance classes offered by The Well CDC.
- c. Track progress of tenants on pathway.

IV. Funding

- a. Work with the Fund Development Director and the Housing Director to write and submit grants
- b. Understand local, state, and federal funding opportunities (CDBG, HOME, HWAP, Lead, etc.) specifically focused on housing. Be able to write, submit, and track government grant awards.

V. Additional Staff Expectations



- a. Participate in the creation of a Culture of Philanthropy.
- b. Invite others into the mission of The Well CDC through financial contributions and volunteering.
- c. Connect tenants to other organizations and resources as needed.

VI. Qualifications:

- a. Understand project management, home maintenance, program development
- b. Able to manage and lead tenants with a social work mindset.
- c. Able to manage and lead volunteers during large volunteer events.

VII. Expectations:

- a. Hours: 40 hours per week
- b. Willing to work evenings and weekends when necessary
- c. Meet with your supervisor on a bi-weekly rhythm.
- d. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time to meetings, events and programs
- e. Maintain a neat and organized workspace
- f. Adhere to related staff policy and procedures
- g. Participate in all-staff fundraising activities and events.
- h. Assist with other staff when needed or asked.

Thank you for your interest in joining the team at The Well CDC. Please return your cover letter, resume, and reference sheet (3-5 references) to Reuben Auck or Kelly Ashley at The Well, by Friday February 7th. You can drop them off at the building or put them in the mail. If you are selected for an interview you will hear from us the week of February 10th. We hope to make an offer by the end of February.

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