



**HOUSING
OPPORTUNITY
DEVELOPMENT
CORPORATION**

5340 Lincoln Avenue, Skokie, IL 60077
(847) 564-2900 ♦ (847) 564-2992 fax ♦ hodc@hodc.org ♦ www.hodc.org

POSITION: PROPERTY MANAGER

Housing Opportunity Development Corporation is a community-based nonprofit affordable housing developer whose mission is to develop, preserve and manage affordable housing for low and moderate income households primarily in Chicago's northern suburbs. Founded in 1983, HODC manages a growing portfolio of 18 affordable rental properties with over 400 units.

Basic Functions: The Property Manager is responsible for all property management tasks for multiple affordable rental buildings of all types and sizes throughout the northern suburbs that were developed and are operated by HODC in compliance with IHDA and HUD requirements. Communities may include Evanston, Skokie, Glenview, Highland Park and others.

Status: Reports to Asset Management Director. Full-time. Salaried.

Responsibilities:

- Residential property management for multiple scattered-site affordable rental properties
- Manage the leasing process from application to move-in to recertification to move-out
- Qualify and select tenants for occupancy; use EIV; maintain and update waiting lists
- Ensure compliance with Section 42, Project based Section 8, and IHDA
- Lease-up new properties as they come online
- Prepare and deliver notices to residents as needed
- Resolve tenant issues and link tenants with service agencies and resources as needed
- Build relationships with tenants, neighbors, and community groups
- Coordinate with maintenance personnel

Requirements:

- Experience managing affordable rental properties including LIHTC and/or Section 8
- Certified Occupancy Specialist preferred and eventually required
- Highly personable and able to work with people from diverse backgrounds
- Energetic and creative in approach
- Highly motivated and dependable; ability to work independently and take initiative
- Excellent organizational, analytical and listening skills
- Bi-lingual is desirable
- Computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus
- Proficient with tenant data tracking (OneSite preferred)
- Experience with IHDA reporting, HAP and EIV
- Ability to work evenings and weekends
- Car and valid driver's license

Salary: Commensurate with experience

HODC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Updated: March 2021