

COMPANY OVERVIEW:

With roots dating back to 1924, Bear Real Estate Group is committed to providing innovative solutions to build better communities. Bear has evolved from a small, boutique brokerage firm to a sophisticated, vertically integrated real estate organization spanning over twenty states. Our integrated operating companies specialize in Development, Brokerage, Construction as well as Property & Portfolio Management. Leveraging our rich history, experience and the most talented professionals in the industry, Bear strives to uphold genuine corporate citizenship through high quality real estate projects. Bear Real Estate Group is committed to creating long-term value for all stakeholders in the communities where we live, work and serve.

The Vice President of Property and Portfolio Management serves as an integral member of the executive leadership team and is responsible for developing, implementing, and managing the strategic plan for the growth and profitability of the property and portfolio management division. He/she is responsible for maintaining a highly engaged and talented team who together, deliver the highest level of service to our tenants and stakeholders while optimizing sustainable growth, and maximizing the ROI of our assets and investments.

The ideal candidate will have a track record of success in all aspects of property and portfolio management operations including talent management, business development, operational excellence, financial management and regulatory compliance.

RESPONSIBILITIES:

Operational Excellence

- Implement operational strategies to promote best practices in safety, customer service, resident relations, regulatory compliance, asset management and financial performance.
- Oversee operational Key Performance Indicators (KPIs) to monitor operational and financial performance.
- Oversee and monitor property management and leasing operations while providing guidance and direction to all leasing agents and internal staff.
- Drive community engagement programs by fostering a sense of community both in and out of the workplace.
- Collaborate with executive leadership team as well as other company divisions to ensure all goals are clearly communicated and aligned.

Business Development

- Research and analyze the current market conditions to ensure timely decisions can be made on pricing strategies, industry trends, and internal/external lease statistics for both residential and commercial markets.
- Monitor occupancy statistics for all properties and provide recommendations on appropriate rent adjustments and or promotions.
- Oversee property on-boarding processes and systems to effectively transition properties from the development stage to a stabilized property.
- Serve as a strategic business partner to support clients, owners, and partners in business development and operational initiatives.

Financial Management

- Develop and oversee the Property and Portfolio management operating budget.
- Drive operational improvement in collaboration with all team members.
- Provide insight and action plans to budget variances and trends affecting the financial performance of the division.

- Analyze Portfolio and Property management profit and loss statements and identify opportunities to maximize revenue and control operating expenses, including allowable rent increases, efficient unit turns, leveraging scalable vendor/contract pricing, vacancy, and delinquency rates.
- Provide knowledge, education, and training to the property management and portfolio management team to enhance the financial performance of the organization while fostering a dynamic work environment for all team members.

Talent Management

- Lead by example and exhibit the values and behaviors consistent with the Company's culture.
- Oversee activities associated with acquiring, training, managing, and retaining the most talented workforce in the marketplace.
- Follow, promote, and enforce safety policies, practices, and procedures to ensure safe working conditions and behaviors are maintained. Assist with safety investigations and corrective actions related to safety hazards and/or incidents both in the workplace and on the properties.

Regulatory Compliance

- Ensure compliance with local, state, county, local health, safety, and Federal Fair Housing regulations.
- Responsible for ensuring compliance with the company's portfolio of LIHTC properties with all investor, lender, state and federal regulatory requirements
- Work with area managers to ensure that resident re-certifications, rent increases and utility allowances are monitored.
- Oversee the design and implementation of a comprehensive internal audit function to ensure compliance with applicable industry laws and regulations.
- Lead change management efforts to ensure compliance requirements are fully vetted and teams are effectively trained on any new or revised compliance process and procedure.

QUALIFICATIONS:

- Bachelor's degree in Business Administration/Management or related field
- Minimum 5 years of commercial and multi-family real estate management experience at a regional or national executive level.
- Experience in the affordable housing industry including Housing and Urban Development (HUD), Rural Development (RD) and/or Low-Income Housing Tax Credit (LIHTC).
- Certified Property Manager certification, preferred.
- Strong understanding of Landlord/Tenant laws in multiple states.
- Ability to read, analyze and interpret financial reports and legal documents
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Strong organizational, problem-solving, and analytical skills
- Proficient using Microsoft Excel, Word, the Google Suite, and Property Management Software

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bear Real Estate Group is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.