



Community Manager * Related Affordable Management Woodridge, NY

Overview: Related Affordable Management is seeking a Community Manager in Woodridge, NY. The Community Manager will be at the heart of fostering a flourishing, well-maintained, and supportive living environment for residents of County Gardens, a 58-unit community in Woodridge, NY. You'll oversee a dedicated team, drive operational excellence, and ensure compliance with affordable housing regulations all while creating a community resident are proud to call home.

Responsibilities:

- Lead and inspire your team, including hiring, training, and evaluating office and maintenance staff.
- Oversee leasing, marketing, recertifications, and administrative functions.
- Ensure seamless financial operations, including accounts payable/receivable, rent collection, and delinquency management.
- Build strong relationships with residents and handle tenant/landlord relations, including conflict resolution.
- Maintain compliance with affordable housing programs (HDC, HCR, HUD, LIHTC, etc.).
- Supervise property maintenance and ensure timely, high-quality service.
- Develop and manage the properties financial budget.
- Prepare key reports to track performance and identify opportunities for improvement.
- Take on special projects that enhance the community and drive operational success.

Requirements:

- 3+ years in property management
- Reference Check
- Own Car
- Valid Driver's License

Skills required to perform the job:

- Expertise in affordable housing programs such as Project-Based Section 8 required.
- Strong financial acumen, including budget management and accounting principles.
- Experience with RealPage, OneSite, and JD Edwards (or similar property management software).
- Proven leadership skills with direct supervisory experience.
- A proactive, problem-solving mindset with a passion for creating great living experiences.

Demonstrated ability to maintain confidentiality and navigate sensitive issues professionally. Demonstrates accountability and reliability by taking full ownership of projects and outcomes, prioritizing precision and attention to detail, and approaching challenges with grit, resilience, and proactive problem-solving, while continuously engaging in learning and development to enhance performance; fosters collaboration and a resident-centered environment, ensuring empathy, respect, and cross-functional success in all interactions.

Shift, Salary, and Benefits: This is a Full-time position, Monday - Friday, First Shift, \$60,000 - \$62,000 Annually, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Holidays, and 401K/Retirement.

Apply by emailing resume to Domonique Brown at dbrown@related.com or calling 773-670-7719