



**Gans, Gans & Associates**

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## Boulder Housing Partners (BHP)

Founded in 1966, Boulder Housing Partners (BHP) is the housing authority for the City of Boulder. BHP's goal is to make living in Boulder possible and affordable, regardless of income. They are committed to fostering a healthy sense of community in every property they develop.

They build, own and manage 33% of the total inventory of affordable housing in Boulder, making a strong contribution to City Council's goal that 10% of all housing is permanently affordable. They actively seek opportunities to grow their housing inventory. BHP provides assistance to nearly two thousand households through five housing programs. BHP's Corporate Resume presents their full portfolio, which consists of:

- 521 homes that are deeply-affordable, supported by the US Dept. of Housing & Urban Development (HUD).
- 1144 units in the Housing Choice Voucher and Housing First programs.
- 417 homes in the Boulder Affordable Rental program, where the housing was created through a mix of local and state grants, low income housing tax credits and/or conventional financing.
- 139 homes available at typical market rents.

BHP strives to provide homes, create communities, and change lives by applying the following:

### Strategic Principles

- BHP believes that an aggressive community response and intervention can change the course of the loss of diversity in our city.
- BHP believes in changing the focus in the housing industry from outputs to outcomes; from counting units created (outputs) to measuring the impact on individuals, families and the community (outcomes).
- BHP will be an organization that operates creatively, decisively, intentionally, and effectively, with strong and consistent values and an understanding that housing is as much about people as it is about place.

BHP is led and managed by the ED, Executive Team, and Board of Commissioners working collaboratively to implement its strategic plan and specific goals, including:

- **PRESERVING AND INCREASING AFFORDABLE HOUSING:** Ensure the promise of a diverse community by preserving existing affordable housing, and increasing inventory and housing choice for Boulder residents.
- **PARTNERSHIPS AND COMMUNITY ENGAGEMENT:** Engage as a leader in housing policy discussions and pursue a wide range of partnerships and policy changes needed to increase housing choice and diversity in Boulder, reduce land cost per unit, and preserve the city's current affordable units.
- **RESIDENT ACHIEVEMENT AND QUALITY OF LIFE:** Invest in focused service and educational programming to improve the economic futures of children in BHP households. Develop successful partnerships to provide service coordination to work-abled adults, seniors, and people living with disabilities in order to improve or preserve independence and quality of life.
- **MAXIMIZING SUSTAINABILITY:** Pursue consistent and innovative improvement of portfolio and practices regarding environmental impacts to the maximum extent that is economically feasible while not reducing the number of units that can be produced.
- **ORGANIZATIONAL STEWARDSHIP:** Continuously improve BHP's organizational sustainability, structure, and strategic outreach by stewarding a strong financial core, efficient internal operations, and active community outreach.

### Moving to Work (MTW) Program

In March 2011, Boulder Housing Partners was selected as one of 35 agencies nationwide to participate in the Moving to Work (MTW) Demonstration Program through the U.S. Department of Housing and Urban Development (HUD). As a MTW agency, BHP has been given the flexibility to develop policies and procedures outside the limitations of certain HUD regulations, enabling them to better meet the needs of their families and community.

BHP is honored and excited to be a part of this elite program. The three primary goals of the program are to:

1. Use federal dollars more effectively.
2. Create incentives for families to work, seek work or prepare for work.
3. Increase housing choices for low-income households.

## Director of Property Management

Under general supervision of the Director of Operations, this position directs and supervises the Property Management Team. The Property Management Team manages 1,350 housing units. Housing programs include Low Income Housing Tax Credit; Project Based Vouchers; Project Based Contract; Public Housing; HOME; City of Boulder Affordable and Market Rate. The Director of Property Management supports the implementation of BHP's Strategic Plan with special attention to operational objectives. This position will ensure the department operates

effectively with strong and consistent values and an understanding that housing is as much about people as it is about place. Specific areas of responsibility include ensuring maximum occupancy, program compliance, resident relations, fiscal management of assets, collaboration with Maintenance and Resident Services Teams, and providing superior customer service. The Director of Property Management oversees the work of the entire property management staff (approx. 20 FTE) and is responsible for the department's work quality and adherence to established policies and procedures including all rules, regulations and laws that govern the property. This position will identify opportunities for improving service delivery methods and procedures and works with appropriate personnel to design and implement the improvements. Necessary experience and skills include: minimum of five years supervisory experience; ten years of multi-family property management experience; strong knowledge of landlord/tenant laws and affordable housing programs such as LIHTC and HUD programs.

## Essential Job Functions

- Direct and supervise the work of the property management staff and ensures work quality and adherence to established policies and procedures and performs the more technical and complex tasks relative to the fiscal management of assets, occupancy, resident relations and collaboration with Maintenance and Resident Services Teams.
- Lead the development and implementation of goals, objectives, policies and priorities for the property management group; identify resource needs; recommend and implement policies and procedures.
- Participate in the development and implementation of goals, objectives, policies and priorities for the Integrated Services Team; collaborate with Maintenance and Resident Services Teams to plan, organize, monitor and implement programs supporting residents and physical assets; identify opportunities for improving service delivery methods and procedures; review with appropriate cross departmental staff; implement improvements.
- Directly lead and oversee the selection, motivation and evaluation of property management personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide direction and quality supervision for Regional Property Managers and other assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; ensure consistency of communication, implementation of policies and procedures, and data tracking.
- Coordinate the development and administration of assigned program budgets; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Coordinate with the Compliance Team to implement new or revised regulations affecting BHP housing operations; interpret and answer questions regarding established policies, procedures and regulations.
- Ensure quality control housing inspections are being completed to be in compliance with BHP policies and federal regulations.
- Accountable for the implementation of transfers, evictions, reasonable accommodation requests, medical requests and complaints; process and evaluate requests and implement decisions. With Legal Counsel, oversee the investigation and recommendation evictions and make the final determination.
- Provide continuous availability and support for resident emergency maintenance needs; troubleshoot emergency situations as necessary with Regional Property Managers, the Maintenance and Resident Services Teams; ensure documentation and follow up with service needs.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of assisted public housing programs. Track market information regarding rents, vacancy, and special needs populations.
- Perform related duties and responsibilities, as required.

## Competencies

- **Interpersonal Skills** – Commits to finding ways to work with a wide array of people and finds ways to adjust to working in different situations and with people who have different styles.
- **Peer Relationships** – Can quickly find common ground and solve problems for the good of all, can solve problems with peers easily, gains trust and support of peers, encourages collaboration, can be candid with peers.
- **Dealing with Ambiguity** – can effectively cope with change, can shift gears comfortably, can decide and act without having the total picture, isn't upset when things are up in the air, doesn't have to finish things before moving on, can comfortably handle risk and uncertainty.
- **Self-Knowledge** – is personally committed to and actively works to continuously improve him/herself, understands that different situations and levels may call for different skills and approaches, works to deploy strengths, works on compensating for weakness and limits.

## Required Qualifications

### Necessary Skills

- Proven leadership and supervisory skills necessary to direct all aspects of property management operations for an affordable housing program with 1,300+ multi-family units.
- Ability to work independently and to assume responsibility for completion of complex workload without close supervision.
- Demonstrated time management and organizational skills.

- Delegation skills to be able to meet the operational goals of the department and develop technical and leadership skills in staff.
- Ability to create, monitor, and interpret property budgets and prepare clear and concise financial and administrative reports for anticipating budget variances as well as high and low impact trends.
- Ability to interpret, explain and apply federal and mandated rules, regulations, policies and procedures.
- Proven ability to successfully work with auditors.
- Interpersonal skills necessary to resolve staff and resident issues.
- Project management skills in order to complete large and small-scale projects within the Property Management Team and across other functional areas of BHP.
- Ability to develop, review and approve maintenance standards.
- Written and oral communication skills necessary to effectively respond to requests and inquiries from BHP residents and the general public.
- Strong customer service skills.
- Strong computer skills including Office 365 and property management software.

#### **Knowledge of:**

- Operations, services and activities of comprehensive housing site management including market rate, HUD programs, tax-credit and all mandated rules, laws, regulations, policies and procedures.
- Principles in creating and supporting work group/ teams.
- Principles and processes for building community.
- Principles and practices of supervision, training and performance evaluation.
- Property management software -- preferably YARDI and FileVision.
- Economic and social issues that impact low-income residents.
- Community resources available to low income residents.
- Techniques used in working with the mentally, physically, socially and economically disadvantaged.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Methods and techniques of managing buildings, facilities and grounds.
- Methods and techniques of resolving resident issues.
- Principles and practices of handling resident contract obligations.

#### **Education and Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Education**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in property management, real estate, business administration, social services or a related field. English/Spanish bilingual preferred.

##### **Experience**

- Ten years of increasingly responsible property management experience including five years of supervisory responsibility.

##### **License or Certificate**

- Possession of an appropriate, valid driver's license.
- Possession of or ability to obtain Certified Property Manager (CPM).

#### **Reporting Relations**

- Regional Property Manager
- Property Operations Planner

#### **How to Apply**

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

**Kimberly Sallie**

**Gans, Gans & Associates, 7445 Quail Meadow Road, Plant City, FL 33565**

**Phone: (813) 986-4441 ext. 7111**

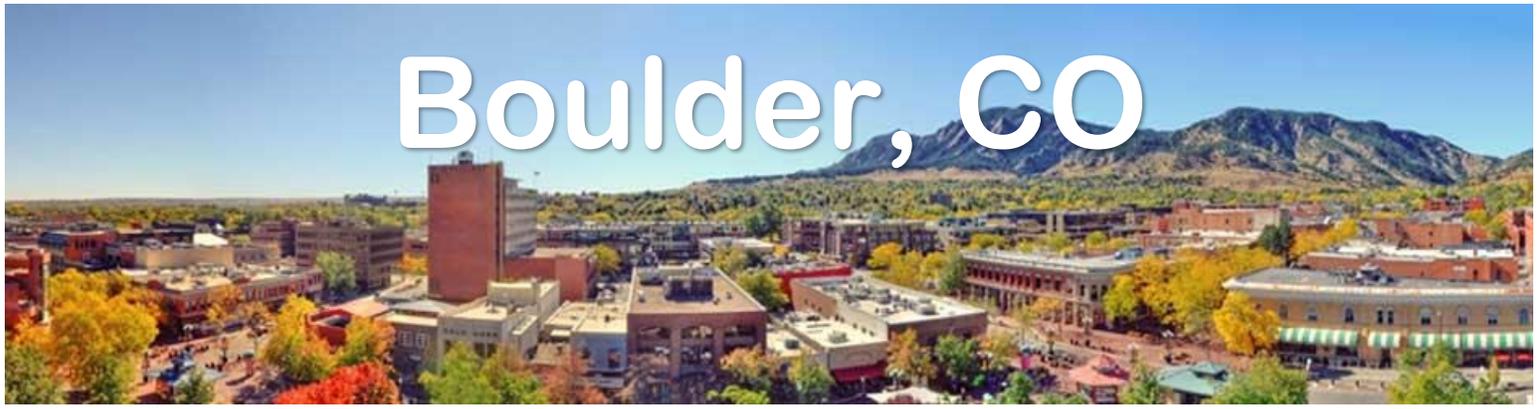
**Fax: (813) 986-4775**

**E-mail: [kimberly@gansgans.com](mailto:kimberly@gansgans.com)**

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



# Boulder, CO



Home to a world-class research university, major government research facilities, visionary entrepreneurs, and the nation's most highly educated population, Boulder is widely recognized as a center of innovation. Nestled at the base of the Rocky Mountains, the city is surrounded by the scenic beauty and recreational opportunities afforded by over 45,000 acres of open space and 150 miles of biking and hiking trails. Boulder offers an impressive choice of art, cultural, dining, entertainment and shopping options, as well as excellent schools, high-quality health care, and sustainable environmental policies.

The city of Boulder is located only 30 minutes from downtown Denver and 45 minutes from one of the nation's largest international airports, Boulder offers the advantages of a small city with big-city convenience and amenities. Boulder has a vibrant economy representing a diverse array of industries. Those that impart a particularly broad footprint on the city's economy include aerospace, bioscience, data storage, natural and organic products, outdoor recreation, renewable energy, software, and tourism. While small businesses continue to represent the majority of employers in Boulder, several major corporations diversify employment opportunities and fuel economic growth for city residents, including AstraZeneca; Ball Aerospace & Technologies Corp.; Corden Pharma; Medtronic; Google; IBM; Lockheed Martin; Micro Motion, Inc.; Northrop Grumman; and Qualcomm. The city's world-class research institutions are another key economic driver, including the University of Colorado Boulder and more than a dozen federal research laboratories, including the University Corporation for Atmospheric Research (UCAR); the National Oceanic and Atmospheric Administration (NOAA); and the National Institute of Standards and Technology (NIST).

A high concentration of advanced technology industries has helped fuel venture capital investment in Boulder firms. According to the PricewaterhouseCoopers and National Venture Capital Association MoneyTree Report, from 2010 through 2015, over \$1 billion has been invested in firms in the city of Boulder. In the final two quarters of 2015, firms located in the city of Boulder received over \$122 million in VC funding (27% of the total for Colorado companies) compared to \$83 million in the first half of 2015 (19% of state total).

Boulder is a popular destination for local and out-of-state visitors, and tourism is a significant contributor to the Boulder economy. Despite its location at the foot of the mountains, Boulder has an urban feel and offers an impressive variety of art, cultural, and entertainment choices that set it apart from most cities its size. Boulder has more than 30 art galleries and has been recognized as one of the nation's top cities for art. Boulder is home to five local museums, 32 movie and stage theaters, a resident symphony, and offers a notable number and variety of cultural events. The city's dining and craft brewing scenes have exploded and Boulder is now a nationally recognized dining destination. Boulder's commitment to supporting small, unique merchants as well as national retailers has helped create an appealing array of shopping choices.

The area offers scenic beauty, great weather, and abundant recreational opportunities. Boulder is surrounded by over 45,000 acres of open space and has over 150 miles of public hiking and biking trails including the Boulder Creek Path, a trail featuring pedestrian and bicycle lanes that runs through the middle of town. Boulder Canyon is only a 10-minute drive from downtown Boulder; Eldora Mountain Resort, Eldorado Canyon State Park, and Rocky Mountain National Park are less than an hour away. Each year, the city hosts one of the nation's largest 10k races, the Bolder Boulder.

## Quick Facts About Boulder

Boulder offers the desirable quality of life that helps employers attract and retain a talented, educated workforce.

### Some quick facts about Boulder's quality of life...

- Boulder is situated on the high plains of the Rocky Mountains, where residents and visitors enjoy a dry, moderate climate with four distinct seasons and over 300 days of sunshine a year—more than San Diego or Miami.
- Moderate temperatures, low levels of humidity, and abundant sunshine provide an ideal climate for year-round activities.
- The Denver Metro Area, which includes the City of Boulder, is attracting the well-educated millennial population (2014 City Observatory Report).

- The City of Boulder has abundant preserved open space, including dedicated trails and urban parks for hikers, runners, dog walkers, climbers, birdwatchers, photographers, and mountain bikers.
- Boulder Valley School District schools are consistently ranked among the best in the state. Average SAT scores are significantly higher than state and national averages.
- Boulder is consistently ranked as one of the nation's healthiest places to live and is a mecca for natural and organic products.
- The Boulder area offers a wide choice of housing options and home values have consistently appreciated.
- Boulder is located in the Mountain Time Zone, only 30 minutes from the big-city amenities of Denver and 45 minutes from the [Denver International Airport](#).
- Boulder offers an impressive variety of [dining, shopping, art and cultural activities](#).
- The cost of living in the Boulder area compares favorably to other high-tech, progressive and well-educated areas of the U.S.
- Residents can follow local athletics, such as CU Boulder Pac-12 Conference sports, the Boulder Boulder, IRONMAN Boulder, and the USA ProCycling Challenge; as well as regional sporting teams include the Denver Broncos, Denver Nuggets, Colorado Rockies, Colorado Avalanche, Colorado Rapids and Colorado Mammoth.
- Mountain enthusiasts are just a short drive away from some of the top resort towns in the world, including Vail, Aspen, Steamboat Springs, Breckenridge, Keystone and more.

Boulder has gathered many top rankings in recent years for health, well-being, quality of life, education and art.

Boulder has approximately 103,000 residents, including 30,000 students at the University of Colorado.

### Weather

Four distinct seasons and over 300 sunny days a year. Average temperature highs/lows:

Spring (March-May) — 63/35 F

Summer (June-August) — 83/55 F

Fall (September-October) — 72/45 F

Winter (November-February) — 45/23



### Education

#### Public Schools

- Boulder Valley School District (BVSD) stands as a leader in academic excellence with outstanding classroom teachers, exemplary schools, and programs that support student achievement.

#### Colleges and universities

- University of Colorado Boulder, with over 30,000 students is a public university and one of 34 U.S. public research institutions belonging to the prestigious Association of American Universities (AAU)- the only member in the Rocky Mountain region.
- Naropa University is a private, liberal arts university offering undergraduate and graduate degree programs. Naropa University is a leader in the contemplative education movement, a teaching and learning approach that integrates Eastern wisdom studies and traditional Western scholarship.

### Federal Labs

Colorado is home to over 30 federally funded labs, with more than half in Boulder. According to a recent economic impact study, the state's federally funded labs contributed \$2.3 billion and employed nearly 8,000 people in 2012. In Boulder and Boulder County, the federally funded labs contributed \$743.2 million and employed nearly 3,600 people.

Some of Boulder's federally funded research and lab facilities are world leaders in climate, weather, geo-physical and renewable energy research. Others have a strong presence in measurements and standards, telecommunications science, and viral and bacterial diseases.

### Outdoor Recreation

Boulder is surrounded by thousands of acres of recreational open space, conservation easements, and nature preserves. Boulder citizens enjoy the popular activities of running, biking, hiking, yoga, triathlons, and nearby skiing.

### Arts & Culture

More than 30 art galleries, 4 local museums, 32 movie and stage theaters and many festivals, including its own Boulder Philharmonic, the summer Colorado Shakespeare Festival and Colorado Music Festival.



## Human Services

Boulder has a wealth of outstanding human service organizations that work with BHP to empower people and strengthen families by confronting root causes of crisis and instability. A sample of these organizations include:

Attention Homes  
Boulder County Homeless Shelter  
Boulder Meals on Wheels  
BridgeHouse  
Emergency Family Assistance  
Family Self Sufficiency  
Flatirons Habitat for Humanity  
I Have A Dream Foundation

## Shopping

One of the most popular sections of Boulder is the famous Pearl Street Mall, home to numerous shops and restaurants. This four-block pedestrian mall is a social hotspot in Boulder, with dozens of restaurants of all kinds and specialty stores that include artisan shops and unique gadget shops. In the summer and on weekends, many street shows and acts can be found throughout the mall, along with street vendors and henna tattoo artists.



Boulder's traditional Downtown area, including the Pearl Street Mall, is in the western part of present-day Boulder. During the 1950s and 1960s, the city grew to the east, since the west side is bounded by the foothills. Downtown is host to a variety of restaurants, bars, and boutique stores. However, it has few grocery, hardware, or department stores and is therefore more of a "shopping destination" than a neighborhood with stores supporting the local population.

Near the Pearl Street Mall, the Farmers' Market opens every Saturday morning and Wednesday evening, April through October on 13th Street next to Central Park. The market was started in 1986 by regional farmers.

For more information on the city of Boulder, look at the following websites:

- City of Boulder: [bouldercolorado.gov](http://bouldercolorado.gov)
- Boulder Economic Council (part of the Chamber of Commerce): [bouldereconomiccouncil.org](http://bouldereconomiccouncil.org)
- Community Foundation: [www.commfound.org](http://www.commfound.org)
- For a more comprehensive list of services see the [Boulder County Community Resource Guide](#)