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ABOUT

Mission driven since 1974, the Housing Opportunities Commission of Montgomery County (HOC) is the county's largest provider of high-quality, amenity-rich, affordable housing to low- and moderate-income households. As Montgomery County, Maryland's designated Public Housing Authority (PHA) and Housing Finance Agency (HFA), HOC serves nearly 14,500 renter households, owns nearly 7,000 rental units and has provided mortgages to nearly 1,300 first-time homebuyers. As an HFA, HOC has also financed over 3,400 affordable units for other developers and maintains a pipeline for expanding and redeveloping its own housing portfolio into the future.



In its capacity as a PHA, HOC acts as a developer and administers the Department of Housing and Urban Development's (HUD) Housing Choice Voucher program, as well as other federally funded rental programs. The nearly 7,000-unit portfolio is comprised of subsidized and unsubsidized affordable units, tax credit as well as market rate units. By Spring 2018, however, HOC will no longer operate the Public Housing program. The agency also issues bonds for its own multi-family transactions and affordable housing development by other entities. Because of its combined status as an HFA and PHA, the agency is able to create a path to homeownership for customers by providing mortgage loans to qualified first-time homebuyers.

Since the 1980s, HOC has been at the vanguard of using public-private partnerships to meet low-income housing needs. As a condition of tax exempt financing, HOC has always required private developers to provide affordable units in their property – usually at a level that exceeds federal or local requirements. In the face of greater housing demand, **over the last five years, HOC's development and investment activity has been aggressive.** Investing over \$230 million dollars to reposition its real estate assets. The agency continues to innovate in the affordable housing development space, has increased both the quality and quantity of affordable housing in Montgomery County and won national recognition for having done so. In 2017, the National Association of Local Housing Finance Agencies (NALHFA) presented HOC with its Innovation in Multi-Family Finance Award

MISSION

The Mission of the Housing Opportunities Commission is to provide affordable housing and supportive housing services that enhance the lives of low- and moderate-income families and individuals throughout Montgomery County, Maryland so that:

- No one in Montgomery County is living in substandard housing;
- We strengthen families and communities as good neighbors;
- We establish an efficient and productive environment that fosters trust, open communication and open respect.
- We work with advocates, providers and community members to maintain support for all the work of the Commission.

Position Summary

The Director of Property Management is responsible for overseeing the management of all multi-family and scattered sites and properties and ensuring that the properties are properly managed and maintained consistent with the physical, financial and mission- related goals, standards and requirements of HOC, third party clients and regulatory agencies and funders. This position also works closely with other agency divisions to ensure the delivery of high quality, well-designed housing and resident services within HOC's residential portfolio. The Property Management Director reports to the Executive Director and is a member of the executive staff team.

This position will also interact with key external partners in the development and maintenance of strategic partnerships.

Responsibilities include financial reporting, marketing and leasing strategies, and overseeing property management operations and resident relations. The Director of Property Management will also work actively with the Real Estate Development team to assist with acquisitions, new construction, and rehabilitation as well as participate in the due diligence process. This Director will work similarly with the Property Maintenance team and others.

The position requires extensive experience in property management, leasing and maintenance operations for stabilized properties as well as during renovations and lease-up activities. The incumbent must have strong analytical skills and the ability to decipher financial data to effectively review and evaluate residential investment opportunities and to assess the performance of the individual properties in the portfolio. Demonstrated supervisory skills are a must. The Director of Property Management must be able to work independently with minimal supervision and be able to thrive in an environment that encourages problem solving, creative and strategic thinking, multitasking, and decision making with the ability to prioritize under tight deadlines. The incumbent must possess the operational business acumen to identify, direct and correct on-site operational deficiencies to maintain optimal financial results.

Examples of Essential Duties

- Oversees the property management rental housing portfolio ensuring that building operations are fiscally sound and achieving financial performance goals;

- Reviews, analyzes, interprets and summarizes financial, occupancy and other property reports for presentation to the Executive Director, the CFO, and the HOC Commission.
- Implements an effective business development and marketing strategy to secure third-party management contracts; as well as oversees and manages client relations.
- In partnership with HOC's Maintenance Division, ensures that all HOC properties are well managed and maintained.
- Collaborates with Agency divisions to ensure that issues affecting property management are integrated into the design, development and underwriting of new development projects;
- Evaluates properties within each submarket and proposes strategies for ensuring proper positioning by type and quality of each asset.
- Analyzes monthly performance and budget projections and compares to annual management, plan, and budget; adjusts strategies accordingly.
- Prepares management agreements, management plans, initial operating budgets, lease-up and marketing plans for all new projects.
- Oversees lease compliance, certifications/recertifications and lease renewals.
- Ensures that policies and procedures are in place and followed in an effort to promote and maintain positive relations with residents and community representatives. Works with staff to ensure optimal use of property management software. Ensures timely and accurate completion of forms, reports and financial data for all aspects of the property.
- Conducts and/or facilitates regular training meetings with PM staff. Evaluates and recommends additional trainings for staff as needed.
- Promotes communication and collaborations between departments.
- Prepares and presents departmental reports relating to project performance, goals, standards, benchmarks, etc.
- Maintains good working relationship with community partners, investors, and the various agencies. Stays abreast of property management and other real estate related industry standards, legislation impacting department and industry practices, policies and procedures.
- Regularly communicates and cooperates with lenders and tax credit investors on all property management reporting and regulatory issues.
- Manages and directs the Property Management staff which includes hiring, supervising, training, coaching and professional development.
- Reviews, analyzes, interprets and summarizes financial, occupancy, and other property operating reports in the portfolio.
- Works collaboratively with the Chief Financial Officer and Budget Office to prepare annual operating and capital improvement budgets and long-term management plans for all properties. Further, ensure timely completion and submission of financial reports to regulatory agencies, partners and investors. Ensure all new and existing vendor contracts are evaluated annually through the RFP process.

Knowledge, Skills and Abilities

- Strong knowledge of property management and tenant/landlord practices, laws, rules, and regulations. Good command of management and leasing practice.
- Knowledge of financing, federal and state affordable housing regulations, income eligibility determination, fair housing law, tenant-landlord law, maintenance, and property insurance.
- Extensive affordable housing and Low-Income Housing Tax Credit experience.
- Excellent administrative and organization skills; ability to lead and motivate staff.
- Ability to balance economic needs of property management function with social commitment to residents.
- Ability to communicate effectively, both orally and in writing.
- Excellent public presentation skills.
- Ability to work with diverse community groups.
- Problem solving, strategic thinking and analytical abilities.
- Computer proficiency and familiarity with property management software applications.
- Entrepreneurial approach.

Minimum Qualifications

Education

- Bachelor's degree in Business Administration, Finance, Public Administration or related field; Master's degree preferred.

Experience

- Seven (7) years of property management experience.
- Five (5) years of multi-family/tax credit management experience in a supervisory capacity with proven track record of achievements.

How to Apply

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

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Phone: (813) 986-4441 ext. 7016
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Should you have any questions in consideration of your own interest or a referral of a colleague, please contact us at the number above.

Montgomery County, MD

Montgomery County was formed in 1776. The county was named after General Richard Montgomery, who was the first general to give his life fighting for American Independence. Montgomery County is Maryland's largest population center, one of its strongest economic engines, the state's most populous jurisdiction and one of its most affluent. Montgomery is a part of the Washington Metropolitan area, which consists of Washington, DC, 7 counties in Maryland, and 5 counties in Virginia; this area has a total of 5.8 million residents.

The County includes 507 square miles of land area. The topography is rolling with small hills. Elevations range from 52 feet above sea level near the District Line to 850 feet in the northern portion of the County near Damascus. There are nearly 2 dozen lakes scattered throughout Montgomery County, which make up part of the 16 square miles of water throughout the county. The Potomac River is the only large river that passes through the county.

- There are more than 410 parks in Montgomery County, include national parks, state parks, and regional and neighborhood parks; these parks offer a total of 34,600 acres of recreational area in the county.
- There are over 100 miles of hiking trails found throughout the county.
- For golf lovers, Montgomery County offers 9 public golf courses, 22 private golf courses, and more than a dozen country clubs.

Kensington, MD

HOC's headquarters office is currently housed within the town of Kensington. Located just four miles from Washington, D.C., two miles from the Capital Beltway and one-half mile from the Rock Creek-Beach Drive Bike Path, Kensington is easily accessible by car, MARC train, bus, Metro and bicycle.

Kensington is a town with a rich, historic past and a vibrant present. The sound of a train whistle still permeates throughout the town, reminiscent of Kensington's sleeper origins in 1873. Today, residents and visitors alike visit the charming train station for a weekly farmer's market and concerts. The streets are alive with art galleries, music venues, enticing restaurants, eclectic gift shops and antique stores. On the edges of the vibrant business district are beautiful 19th century Victorian homes and parks and a unique children's library.



Education

The Town of Kensington is served by the Montgomery County Public Schools system, specifically:

- Kensington-Parkwood Elementary School
- North Bethesda Middle School
- Walter Johnson High School
- Montgomery County Public Schools serving Greater Kensington include:
- Garrett Park Elementary School
- Kensington-Parkwood Elementary School
- North Chevy Chase Elementary School
- Oakland Terrace Elementary School
- Rock View Elementary School
- Newport Mill Middle School
- North Bethesda Middle School
- Tilden Middle School (Formally Charles W. Woodward)
- Albert Einstein High School
- Bethesda-Chevy Chase High School
- Walter Johnson High School

Kensington is also home to:

- Holy Redeemer School, a Roman Catholic parochial school
- Grace Episcopal Day School
- Academy of the Holy Cross, an all-girls Roman Catholic high school

Arts and Humanities

The arts and humanities are alive and well in Montgomery County. Residents are fortunate to have a variety of top-quality cultural venues from which to choose - plays, concerts, exhibits, lectures - as well as arts education programs that encourage individual artistic development.

- [Adventure Theatre at Glen Echo Park](#)
- [American Film Institute \(AFI\)](#)
- [Arts and Humanities Council](#)
- [BAPA's Imagination Stage](#)
- [Black Rock Center for the Arts](#)
- [Friends of Library](#)
- [Montgomery College Performing Arts Center \(Robert E. Parilla\)](#)
- [Olney Theatre Center](#)
- [Round House Theatre](#)
- [Strathmore\](#)



FUN FAMILY ACTIVITIES

Montgomery County is one of the best places for family fun activities. With its proximity to Washington, DC, there are many different locations for family activities, including many in the major cities, like Rockville, Silver Spring, and Gaithersburg. Here are just a few great areas for family fun in Montgomery County.

Downtown Silver Spring Urban District

The Silver Spring Urban District is full of activities for children, including the Maryland Youth Ballet, the Create Arts Center, Discovery Communications, Class Acts Arts, Inc., and Color Me Mine. If you are looking for a great place to take your children to paint pottery, watch movies, or to work on advancing their appreciation of art, be sure to visit the Silver Spring Urban District.



Go Ape! Treetop Adventure Park

For something a little more adventurous, try the Go Ape! Treetop Adventure Park. There are lots of fun things to do at this park, including 6 zip lines (and the USA's first skateboard zip line), numerous rope ladders, and 2 Tarzan swings. With more adventure than you and your family have ever experienced, it's a great place to visit with kids who can't seem to sit still!

Rockville Town Square

If you are looking for something a little different, try the Rockville Town Square. Visit the largest Ice Rink in Montgomery County in the winter, and the Fountain at Rockville Town Square in the summer. If you are looking to play a little indoors, try the Montgomery County Library.



RIO Washingtonian Center

Lastly, the RIO Washingtonian Center is a great place for food and fun. With lots of different things to do, like riding the carousel, catching a movie at the AMC Cinemas, or grabbing a bunch of candies from It Sugar, RIO Washingtonian Center is a great place to feel at home for families and kids.