

## **LIHTC Property Manager I**

### **Agency Information:**

The Carver County Community Development Agency (CDA) provides affordable housing and economic development in the cities of Carver County. Please see our website at [www.carvercda.org](http://www.carvercda.org) for additional information.

**Position opening:** Low Income Housing Tax Credit Property Site Manager

### **Position description:**

This is a new position due to growth at the CDA. Position is full-time, 40 hours per week, daytime hours. We are seeking an experienced LIHTC Property Manager to oversee 60 units in Waconia, MN and at times, other properties throughout Carver County. The Property Site Manager oversees the day-to-day operations of the properties, including marketing, resident selection and retention, leasing/orientation, rent collections, accounts payable, budgeting/financial review, unit inspections and adherence to fair housing practices. Manager will also oversee interest lists and waitlist management for Tax Credit Housing, client file management, resident re-certifications, and re-exams. Manager will assist with providing reporting information and respond to requests regarding LIHTC activities and represent CDA with external partners and ensure the annual reporting for the LIHTC Program is accurate and timely filed.

### **Qualifications:**

Qualified applicants will have 1 to 3 years of rental housing experience, proven managerial skills including administrative, organizational, verbal/written communication, budgeting and accounting knowledge, marketing and computer abilities, and great people skills. YARDI property management software a plus. Final candidates are subject to a criminal background check.

### **Salary and Benefits:**

The CDA offers a competitive wage of \$25.96 - \$35.09 an hour and an excellent benefit package including CDA paid employee medical insurance (with generous HSA contributions) and CDA paid employee dental coverage (dependent coverage for health and dental insurance available at a reasonable cost through payroll deduction) and free employee and family life insurance, CDA paid short and long term disability insurance, participation in a defined contribution pension plan with a generous 11% agency contribution, 20 days per year of PTO earned on an accrual basis, and 10 paid holidays. Employees have access to group vision insurance, a pre-tax and ROTH option for deferred income, and eligible federal loans may also qualify for Public Service Loan Forgiveness Program (PSLF).

### **Hours:**

Monday through Friday, 8:00 a.m. to 4:30 p.m.

### **How to apply:**

Please send a resume, application, and cover letter with salary requirements to [janettem@carvercda.org](mailto:janettem@carvercda.org); mailed to 705 N. Walnut Street, Chaska, MN 55318, or faxed to (952) 448-6506. Employment applications are available on our site: [www.carvercda.org](http://www.carvercda.org)