



Broward Housing Solutions - Vice-President of Property Management and Administration

The Vice-President of Property Management and Administration has overall day to day responsibility for BHS Owned properties. This position supervises Maintenance, Lease Administration, Compliance, Property and Program Management. The VP works closely with Housing Specialists relating to servicing client needs and monitoring supportive housing program compliance. The VP is also responsible for assuring that coordination and collaboration with outside Case Management agencies is effective and timely. The VP will set goals, monitor work, and evaluate results to ensure that departmental and organization objectives, and operating requirements, are met and are in line with the needs and mission of the organization. The VP will also work as an advisor/ trainer as needed for the Federal Housing Department.

The VP is part of BHS®' Senior Management Team, which provides leadership to, and directly supports compliance, and the delivery of housing services to the fiscal, ethical and legal standards upheld by HUD, State, BBHC/State and local Broward County, and the mission, vision and core values of BHS®. Work involves planning, implementation, managing and efficient operations of BHS®' owned and operated affordable housing properties including the Rental Housing, Youth Solutions, and Home for the Brave programs. Work is performed with considerable independent judgment and is reviewed via status reports, staff meetings, and updated email reports to the President/CEO.

Primary Duties:

- **Risk management**-analyze and manage organizational risk related to program providers and vendors. Oversee vendor management and procurement functions
- **Financial management**-conduct financial report analysis regarding property performance. Adhere to Company Fiscal policies
- **Operational management**-provide strategic program management regarding operations which includes client services, physical assets and human resources. Create/update and monitor operational procedures
- **Internal audit (program) experience**- knowledge of program requirements.

Other

Other Duties and Responsibilities:

1. Train and supervise BHS®' rental housing staff, conduct direct report/employee performance evaluation as scheduled throughout the fiscal year.
2. Responsible for property permitting, licensing, and tax exemption applications/renewals.
3. Oversee annual program monitoring/certification processes as required by funding sources for BHS® owned properties.

4. Responsible for executing all facets of Federal, State, and/or local contracts related to BHS Rental Housing Program Properties including reporting, invoicing, projections, profit & loss, etc.
5. Conduct financial Profit/Loss report analysis (profit & loss, cash flow) to monitor property performance.
6. Manage, maintain, project forecasting, projections, and budgeting reports for owned & operated BHS properties.
7. In conjunction with the CEO, ensure adherence to the required HIPPA and documentation requirements as identified by local county, state and HUD-funded/federal regulatory agencies.
8. Attend community housing & client-related meetings, programs and presentations as requested by President/CEO to include Task Forces, non-profit groups, etc.
9. Supervise the maintenance of existing BHS® owned properties to include site inspections, maintenance schedules, work orders, capital projects, minor renovations, repairs and replacements.
10. Manage all aspects of insurance claims related to property claims as needed.
11. Manage all facets of the affordable rental housing program for BHS® owned properties.
12. Participate in client staff meetings with Case Management for both BHS® and HUD-funded clients and Process and Quality Improvement reporting for agency.
13. Support CEO in all new program development.
14. In collaboration with the Housing Specialists, oversee the audit of the clinical charts by Broward County for local and HUD-funded programs to ensure adherence to county, state and federal statutes.
15. Assist CEO with strategic planning and analysis for agency goals.
16. Evaluate operational processes and procedures, and develop strategies and implementations plans to improve and standardize all aspects of operations.
17. Develop, monitor and administer agency financial programs to maintain efficient, quality services.
18. Attend all Board meetings.
19. Assume duties of temporary organization administration in the absence of the Chief Executive Officer or as specific events may dictate.
20. Other duties as assigned by the Chief Executive Officer.

Position Qualifications:

- Extensive Property and Operations Management experience in no profit affordable housing, tax credit and/ or supportive housing funding environment
- Strong knowledge of project and financial management, accounting procedures, planning, strategic forecasting and budgeting skills.
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff, clients, and mental health providing agency staff.
- Ability to work in a fast-paced, nonprofit environment.
- Strategic thinker, strategic planning and fundraising experience.
- Knowledge of recovery, mental health and other co-occurring disorders;
- Experience in crisis intervention and conflict resolution skills;
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff, clients, and mental health providing agency staff.

Position Requirements:

- Extensive knowledge of Microsoft Office (Excel a must).
- Ability to work outside what is considered normal business hours when required.
- Master's Degree (or professional certification) in business or related field.
- Five plus years of direct leadership in non- profit organization.
- Mechanical, Electrical plumbing infrastructure background and experience very helpful.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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