

## **Position Description – Property Manager Housing Unlimited, Inc.**

Housing Unlimited, Inc. is a small, innovative, award-winning grassroots 501(c)(3) affordable housing corporation that serves adults in mental health recovery in Montgomery County, Maryland. We currently have an opening for a Property Manager. The Property Manager has responsibility for the following primary tasks:

- Assist the Director of Property Management with traditional property management duties (e.g., maintenance coordination; vendor relations; emergency maintenance pager coverage) as well as Extra Measure property management duties (e.g., tenant education pertaining to the key elements of being a responsible, successful tenant); and
- Assist senior leadership in public education, general administration, fundraising and communications.

For the Property Manager position, we are seeking a hardworking, highly organized individual with a strong commitment to affordable housing and tenant empowerment. We seek an outgoing individual with strong interpersonal skills as well as strong writing skills. This position requires the use of a private vehicle in order to conduct regular visits to Housing Unlimited scattered-site homes in both upper and lower Montgomery County. This position also requires computer proficiency in Microsoft Word and Excel. Our preference is for a candidate with strong knowledge of, and experience in, the mental health and/or affordable housing professional communities in the Washington DC metropolitan area. The salary range for this position is \$30,000 to \$42,000 depending on experience. Send cover letter detailing your interest in the position and a resume to [mfisher@housingunlimited.org](mailto:mfisher@housingunlimited.org) with the subject line Property Manager Position or mail your cover letter and resume to: Housing Unlimited, Inc., 1398 Lamberton Drive, Suite G1, Silver Spring, MD 20902 Our Website is: [www.housingunlimited.org](http://www.housingunlimited.org)