



**Senior Vice President/Chief Operating Officer (SVP/COO)
Boston, MA or Chicago, IL**

POAH Communities – an exciting and highly entrepreneurial organization committed to community development, preservation, and quality management of ‘at risk’ affordable rental housing is seeking a highly qualified Senior Vice President & Chief Operating Officer (SVP/COO)

About the Opportunity

Based in Boston or Chicago, the Senior Vice President/Chief Operations Officer (COO) supervises a team of Directors who support employees in key aspects of property management and operations. The SVP/COO is responsible for the oversight of successful operations against a set of benchmarks established by POAH Communities. This position is one of three executive level positions within the company and represents a job of significant scope and importance.

Responsibilities

- Demonstrate a high level of property management expertise, analytical ability, financial acumen, customer service and real estate software knowledge.
- Promote the recruitment and retention of a diverse, high-caliber property management team
- Provide support to ensure the success of the portfolio and to help make POAH Communities a leading multifamily property management company in the industry.
- Support the President and assist with the implementation of the POAH Communities work plan
- Execute the financial and operational objectives established by the owner/sponsor and its affiliates and ensure that compliance with all federal, state and local laws is maintained.
- Ensure that operating systems, policies and procedures are in place or created to maximize employee performance and efficiency in a positive and rewarding work environment.
- Create effective solutions for how to deal with challenges or problems related to staffing or overall property management.
- Seek opportunities to enhance communications and to build collaborative relationships with supervisor, peers and subordinates as well as POAH colleagues
- Make certain that contracts are professionally prepared and that adequate engineering specifications are contractually incorporated for all major repair work undertaken on site. Make certain issues related to liability mitigation are attended to at the site and corporate levels.
- Establish positive, productive relationships with all funding/regulatory agencies which support the residents and the communities in all portfolios.
- Schedule and prepare thorough updates of property status and special issues in meetings with ownership and POAH Communities leadership team.
- Seek out public forums where he/she can help the industry as a speaker and represent POAH and POAH Communities as the leader in affordable housing.
- Prepare an annual operating budget for each POAH property and meet those annual goals as established by POAH

- Offer leadership to the organization by displaying intelligence, the ability to act when opportunities arise, willingness to share knowledge to build the organization's depth of expertise and provide direction as the organization continues to grow.
- Direct and prioritize the workload of subordinate employees
- Responsible for development and performance management of her/his staff
- Perform administration, conduct interviews and make recommendations for new hires and/or replacement employees
- Complete other related tasks as assigned

Qualifications & Requirements

- Minimum of 15 years of experience in property management, asset management, and/or real estate development, with 10 years of multi-property supervision experience
- Knowledge of HUD regulations, forms, inspection criteria and processes and the low-income housing tax credit program.
- Ability to understand financial statements and accounting as it relates to apartment operations.
- Proficiency in use of computers including Word and Excel and other software used by POAH Communities for financial reporting (Yardi).
- Possess strong oral and written communication skills.
- Proven success for building and sustaining strong relationships with team members, partners and community stakeholders.
- Reliable access to automobile required.
- Bachelor's or Master's degree preferred.
- Ability to work periodic flexible hours is required
- Ability to travel up to 75% to visit various properties in portfolio is required

Salaries are competitive and commensurate with experience. Benefits include health, dental, vision and life insurance, a wellness program, and a 401k plan with a matching component. Interested individuals should send a resume with letter of application to VP of Training & Recruitment, James Singleton at jsingleton@poahcommunities.com. POAH Communities is an equal opportunity employer, committed to diversity in the workforce.

Company Overview

POAH Communities has specialized in the professional management of affordable multifamily housing for more than 20 years. Initially founded as Midland Property Management, Inc., POAH Communities became part of the Preservation of Affordable Housing, Inc. ("POAH") family in 2001, and currently manages close to 12,000 affordable housing apartments in Connecticut, Cincinnati, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire, and Rhode Island. POAH Communities has over 400 staff members and maintains offices in Kansas City, Cincinnati, Washington DC, Boston, and Chicago.