



HIPhousing
HHAV

Director of Property Management

1512 Stafford Street, Redwood City, CA 94063

Why HIP Housing? Human Investment Project, Inc. (HIP Housing) is a highly respected nonprofit agency offering innovative solutions to the San Mateo County affordable housing challenge. Founded in 1972, HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. We provide housing options to 1400 low-income people each year and benefit from exceptional staff, well-established programs, and financial stability. HIP Housing's programs are nationally recognized and have been highlighted in Newsweek, USA Today, Metropolitan Home, and on the Oprah Winfrey Show.

Job Summary The Director of Property Management has responsibility for the entirety of HIP Housing Affordable Ventures (HHAV), the property management division of Human Investment Project Inc. (HIP Housing). This responsibility includes the complete oversight of HIP Housing's housing portfolio of properties and the employees that play a vital role in supporting the properties. The position reports directly to the Executive Director and is a member of the Executive Leadership Team, which is instrumental in guiding the strategic direction of the organization.

The Director is responsible for the development and implementation of the management, leasing, and capital improvement strategy for the HHAV housing portfolio and for ensuring that compliance, profitability, and tenant satisfaction are achieved. As the head of the HHAV division, the Director is also responsible for the oversight and success of their direct reports and indirectly for all HHAV positions and deliverables. This role will provide the right candidate with the opportunity to be a meaningful contributor to both their division and to HIP Housing, an organization which is widely recognized as an essential and integral part of San Mateo County.

Ideal Candidate The ideal candidate has 10+ years of property management experience, strong supervisory and management skills and experience, and high emotional intelligence. For this Director-level position, candidates are expected to have strategy, goal-setting, and planning skills for themselves and others, along with experience budgeting for multi-million dollar properties, including capital repair budgeting. Demonstrated experience with all relevant forms of compliance, specifically within low-income/affordable housing programs, is a must.

For a full job description, visit HIP Housing's website at <https://hiphousing.org/about/jobs/>.