



COMMUNITY MANAGER – AFFORDABLE

JOB ID: 11694

JOB LOCATION: US-NY-Buffalo

LOCATION NAME: Elmwood Square Apartments

Related is seeking an experienced Community Manager to oversee the day-to-day operations of our affordable housing community, totaling 143 units, in Buffalo, NY.

As a Community Manager, you are the heart of our business – the face of Related Management Company (RMC) for residents, employees, and agency partners. As the top property leader, you'll show your team the way toward meeting business objectives: ensuring your property meets budgeted profitability and is in compliance with all regulations. You'll thrive on helping your team flourish through coaching and development, helping them achieve their professional goals while tracking toward your own. And, of course, there will be plenty of opportunities to make a difference through your work – providing housing to qualified individuals and families – finding better ways with an entrepreneurial spirit – and supporting initiatives that help make our properties a better place to live and work.

Join us as a Community Manager - and see what's possible at RMC.

Essential Functions:

- Direct day-to-day property management operations to ensure financial targets and compliance standards are met.
- Set annual property budget in partnership with Regional Manager.
- Develop and execute SMART action plans to improve property revenue and minimize controllable expenses; ensure property performs at or exceeding annual budget.
- Hire, train, develop, and manage property team members to maximize performance.
- Create an engaging, inclusive, diverse growth and learning culture with property team.
- Lead consistent team communication and host team meetings to align toward business goals.
- Manage resident relations and requests, including conflict resolution, while maintaining a strong sense of community.
- Oversee and provide guidance to maintenance staff; manage invoice and payment processing.
- Partner with property support teams (e.g., Compliance, HR, Facilities) to address concerns and for assistance as needed to advance the business.
- Manage compliance requests from government/regulatory agencies in partnership with Regional Compliance team.
- Represent RMC as the property leader on all audits.
- Other job duties as assigned by manager.



To watch our Related "Lifting Communities" video, click here:

<https://vimeo.com/434453238>

Benefits:

- **Personalized Health Care:** Multiple Medical, Dental, and Vision Plan options; Employee Assistance Program
- **Financial Benefits:** Competitive Salary and Incentive Packages; 401(k); FSAs and HSA; Employer-paid Life and AD&D Insurance; Paid Leave & Disability Programs
- **Social Wellness:** 19+ days of PTO; Mental Health Counseling & Resources; Fertility, Surrogacy, and Adoption Assistance; Volunteer Days and Donation Matching
- **Career Development:** Learning & Training programs; Tuition & Certification Reimbursement; Internal Advancement Opportunities

Required Qualifications:

- At least 3 years of property management experience.
- Experience with HUD Section 8, LIHTC, and/or other affordable housing programs.
- Experience with Operating Statements and Budgets.

Work Environment: This role is based at Elmwood Square in Buffalo, NY.

Please note that Related has adopted a COVID-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Related employees working on-site are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is approved or as otherwise required by law.

Overview:

Related Management Company (RMC) is the leading innovator in managing real estate as an owner/operator. There is strength in numbers – RMC operates hundreds of properties in 22 states and Washington, D.C., providing our employees with unparalleled growth opportunities. Our portfolio includes affordable, workforce, market-rate, and luxury housing. We are passionate about exceeding quality expectations in every single asset class. As a subsidiary of Related Companies, we've been at the forefront of sustainability too, with most of our new developments pursuing LEED Silver certification or higher.



At RMC, we Welcome Everyone. It is our mindset that welcomed employees invoke welcomed residents. When you work here, you're encouraged to be your best, authentic self. With persistent focus, we are strengthening internal mobility, employee engagement, and investing in leadership development to continuously improve the employee experience. For more please visit www.Related.com .

Related is an Equal Opportunity Employer

For information about how we use your personal information, including information submitted for career opportunities, please review our Privacy Policy at <https://www.related.com/privacy-policy>.

APPLY DIRECTLY: <https://www.related.jobs/careers-home/jobs/11694?lang=en-us>

Or SEND RESUMES TO: KBeck@Related.com