



Job Opening In Lynchburg, VA

Property Manager

Progressive non-profit affordable housing community in Lynchburg, VA is seeking a motivated individual to join our staff. Duties will include:

- Marketing and leasing units in a timely manner
- Collecting, posting, and depositing income in a timely manner
- Recruiting, hiring, orienting, and supervising on site property staff
- Ensuring compliance for tax credit program through regular file audits, property inspections, and timely reporting
- Preparing annual property budget

Successful candidate will:

- be skilled in the use of computers and software applications, esp. Excel
- be able to establish effective relationships with tenants and co-workers
- Possess solid knowledge of property management functions
- Previous property management and tax credit experience a plus
- Have good leadership, organizational, and communication skills

This position is a full time position with excellent pay and benefits. Salary is commensurate with experience. To apply, please email resume to mwidner@chpc2.org or fax to 276-773-3501

Central City and College Hill Apartments, along with Community Housing Partners are an Equal Opportunity Employer.