Vice President, Property Management.

Career Opportunity

Development Support Services, Inc.
Assisting in Recruitment

Private and Confidential
Position Specifications

Vice President, Property Management

Hand Property Management Company (HPMC)
An Affiliate of Nevada H.A.N.D., Inc.  www.nevadahand.org

Our Search:

Nevada H. A. N. D., Inc. (the “Company”) is one of the leading affordable housing development companies in the Southwest. The Company has an 18 year history of consistent growth and innovative leadership in the production and development of affordable rental housing.

Formed in 1993, Nevada H.A.N.D., Inc. is a non-profit corporation with the mission to improve the lives of low-income individuals by providing affordable housing solutions and supportive services. In pursuit of this mission, Nevada HAND has grown into a full service real estate development company with the demonstrated ability to design, develop, finance, construct, and manage, owning and operating over 3100 housing units in 32 affordable properties comprised of low income family and senior housing. Properties range in size from 40-275 units each.

As a Nevada-based non-profit organization and HUD-certified Community Housing Development Organization (CHDO), Nevada HAND receives preferences for affordable housing development dollars under the Nevada Low-Income Housing Tax Credit Program, HOME and Low-Income Trust Fund Program, and the Federal Home Loan Bank of San Francisco’s Affordable Housing Program.

Nevada HAND has been a leader both regionally and more recently nationally as the first affordable housing developer:

- To develop affordable assisted living facility, Silver Sky Assisted Living Residence, located at 8220 Silver Sky Drive, Las Vegas, NV 89145 using free land donated by the City of Las Vegas;
- To develop Nevada’s first federally discounted land sale under The Southern Nevada Public Lands Management Act of 1998, Harmon Pines Senior Apartments, located at 6000 West Harmon Avenue, Las Vegas, NV 89103; and
- To develop the first permanent affordable housing for chronically homeless individuals using HUD’s Supportive Housing Program Continuum of Care funds for Horizon Crest Family Apartments located at 13 West Owens Avenue, Las Vegas, NV
89101 (The management of the two licensed assisted living facilities will remain within Asset Management and is thus not included in the scope of this position.)

The Role

Based in Las Vegas, Nevada and reporting to the President of Nevada H.A.N.D, Inc. (NHI), the Vice President of Property Management (HPMC), will be critically competent as both a dynamic leader and an effective manager for HPMC’s property team composed of 89 individuals with budgeted revenues of $1,352,558 and responsibility for management of 3100 units, 455 of which are managed under third party contracts. The Vice President of Property Management, will be accountable for a portfolio which meets the challenge in today’s market of maintaining standards which include satisfied residents, economically sustainable properties which remain tour ready while meeting the regulatory requirements of the myriad of investors and funders. Key responsibilities of the Vice President of Property Management include but are not limited to, the following:

- Overall management of supervised operations including: policies, procedures, insurance, safety and legal issues.
- Insure high occupancy through astute revenue management, optimum expense controls enhancing cash flow, maximized resident retention and customer satisfaction. Manage 89 staff, including the following direct Reports.
  * 3 Area Managers
  * Regional Maintenance Manager
- Facilitate quality day-to-day property management activities.
- Oversight and accountability to ensure full regulatory compliance for the HPMC managed portfolio including LIHTC/HOME/HUD/HQAS requirements.
- Be an active member of the senior management team including
  - Human Resources
  - Construction
  - Finance
  - Real Estate Development
  - Asset Management
- Collaborate with Peers on issues impacting HPMC performance and overall organizational contribution.
- Review and approve operational and capital budgets for each property. Be an active participant in formulating plans for strategic growth and repositioning of the portfolio.
Vice President, Property Management.

- Market HPMC’s full menu of services to third party clients through to contract engagement and overall supervision of third party relations. Evaluate and Manage third party relationships to ensure necessary net management fee yields to HPMC and NHI.
- Work closely with the Asset Manager for HAND Enterprises to devise, refine and implement strategies to achieve budgeted property financial outcomes for owners/investors.
- Work closely with Executive and Senior Managers to Assess and Manage Fiscal, Legal and Competitive Risk to the Organization.
- Report monthly to the Board of Directors and work with the appropriate HAND Board Committees as directed by the President.

Candidate Profile

For this unique opportunity, HAND is seeking an experienced and strategic leader with at least ten (10) years of experience in multi-family asset and property management on a portfolio responsibility level, preferably with exposure to LIHTC, HOME, and HUD requirements, direct interaction with partnerships, investors, lenders, and local, state, and federal regulatory agencies. He/she will be effective in diverse environments and diverse roles from leading to supporting and thus able to maximize the talent and interests of an experienced property management team and a talented and engaged President, Executive Management Team and Board of Directors.

It is likely that today our successful candidate has a minimum of 10 years of overall experience in Property Management, preferably with a Affordable Housing emphasis, or is at a private, or public multifamily developer, and/or owner/operator of a property management company. Their key role would include direct responsibility for the operations and management of a large portfolio of affordable housing and or market rate rental housing with enriched resident services. Our likely candidate has had experience in managing the performance of subordinate staff with proven capacity to grow talent. The candidate will be experienced with and appreciate the criticality of a well-planned and operating human resource system including preparation or approval of job descriptions, hiring, terminations, compensation, reviews, disciplinary actions, mentoring, education and supervision. To be an effective senior manager at HAND this individual well seek to work in partnership with the VP for Human Resources to build upon the current systems while improving both the efficiency and effectiveness of the entire property management staff.
The individual selected will have excellent verbal and written communication skills, and able to express thoughts and ideas regarding complex financial concepts in a meaningful way to individuals and groups with limited exposure to complex problem solving analysis.

**Core Competencies**

The Key competencies that the successful candidate will possess include:

- A strong financial and operational background with a proven track record is a must. The Vice President of Property Management must have solid experience creating and managing a budget and producing monthly, quarterly and yearly variance reports. They should have the ability to make fiscal decisions, and the ability to increase the net operating income of individual sites as well as their entire portfolio.
- The Successful candidate will be an experienced and visionary leader, able to maximize the strength of the Property Management Team, and implement an effective Property Management Business Plan meeting regulatory compliance and fiscal goals.
- The Successful candidate will be able to facilitate strong working relationships with peers and divisions administering other business lines within the NHI organization.

The Successful candidate will have excellent interpersonal skills and strong sense of Teamwork in meeting organizational goals.

Please see Attachment No. 1 description of Benefits and future negotiation of Salary and Bonus Structure.
Interested Candidates should submit a resume or inquiry to

Development Support Services

Helen Dunlap
312-9530637
Email address: hdunlap@hdunlapconsulting.com

Or

Pat Whitaker
714-393-2993 Cell
888-898-2256 office
Email address: pat@dss-team.com
Attachment No. 1

NEVADA H.A.N.D., INC.
And Affiliates
EMPLOYEE BENEFITS
Anticipated Salary Range Vice President, Property Management

INSURANCE

- Life - 1 X's Annual Salary or a minimum of $20,000**
- Medical*
- Dental*
- Vision*
- Short-term disability**
- Long-term disability**

*Employees must be regularly scheduled to work a minimum of 25 hours per week to qualify for Medical, Dental and Vision insurance.

**Employees must be regularly scheduled to work a minimum of 25 hours per work week to qualify for Life insurance. Employees must regularly work 25 hours per week to qualify for Short-term and Long-term Disability insurance. Nevada HAND pays the full cost of these insurance premiums for all employees.

✓ Eligibility is the first of the month following 90 days of employment.
✓ Nevada Hand pays 100% of the cost for employees for all of the above benefits.
✓ Employees must pay for dependent coverage for medical, dental and vision.

✓ 401(k) Plan Eligibility
  o 1 year of service
  o 1,000 hours of service
  o 21 years of age
  o Company match – 100% of the 1st 3% of salary deferral, plus 50% of the next 2% of salary deferral
✓ PAID TIME OFF
  o Accrual for both vacation and sick days begins on date of hire – eligible to take after 90 days
  o Vacation Time - 2 weeks. (After 90-day introductory period)
  o Sick Time - 6 sick days. (After 90 day introductory period)
✓ Holidays
  o Eligible immediately
  o 7 recognized holidays
  o Accrual of paid time off for part-time employees will be pro-rated based on the number of hours worked in a week.
✓ Long Term Care
  o We offer affordable rates when planning for your long term care
  o Two plans to choose from Variable or Fixed.
  o Eligible to all employees after 90 days
✓ Educational Assistance Program
  o Eligible following one year of employment
  o Proposed class must be approved before registering
  o $1,000 per calendar year
  o Tuition Reimbursement is reflected upon grading scale
✓ Employee Referral Program
  o $1,000 referral bonus paid to employee
  o Referring employee must be actively employed by Nevada HAND to receive bonus
  o The referral date cannot be earlier than the date the position is posted

Anticipated Salary and Bonus Structure, Vice President, Property Management

Nevada H.A.N.D. expects that an Extremely Competitive Salary and Supportive Bonus Structure will also be negotiated with a well-qualified candidate.