



Property Manager

Full-time Position

POSITION OVERVIEW

The Property Manager ensures rental properties are occupied by income-qualifying tenants, and that properties are well-maintained. In addition, this position provides support for all other housing programs, including asset management, development of the former Coast Guard property, and education and outreach programs.

Reporting to the Deputy Director and working with the Property Committee, the Property Manager's primary responsibility is to maintain CLAM's five rental properties, including three single-family homes and two small apartment buildings. Equally important, the Property Manager will be the primary contact for current and prospective tenants, including screening, maintaining accurate records, and placement. The position requires a high level of people skills in addition to the technical experience to oversee maintenance and repairs. As a member of the housing team, the Property Manager will also provide both technical and administrative support for other current and new property acquisitions and development.

ABOUT CLAM

CLAM's mission is to provide stable and permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay. As a community land trust, CLAM removes land and housing from the speculative real estate market, holding it "in trust" to serve as a long-term community asset for housing. In historically segregated Marin County, with one of the country's most expensive housing markets, CLAM works to advance racial and economic equity by enabling families to purchase and rent homes affordably, thereby preventing displacement and empowering families and individuals to advance economically and thrive within their communities. Many who work in health care, agriculture, and the hospitality and service sectors commute 30-60 minutes to their jobs here. The lack of affordable local housing makes it difficult for local businesses and services to recruit and keep employees.

Founded in 2001, and powered by a dedicated, talented, and knowledgeable team of staff, Board, and other community volunteers, CLAM has grown to provide or facilitate housing to 63 people who work, live, and go to school throughout the community. CLAM tenants include renters, owners of two Community Land Trust homes, and those residing in affordable second units in privately owned homes facilitated by CLAM's Real Communities Rental program. These homes only begin to meet the need for local affordable housing, and CLAM continues to work to expand the stock of housing affordable to local families, workers, and seniors. CLAM is currently involved

in a multi-year project to rehabilitate a 50+-unit former Coast Guard housing site in Point Reyes Station as well as seeking other opportunities to provide affordable housing.

Presently, CLAM has an annual budget of nearly \$850K and significant property assets.

CLAM's office is located off Highway 1 in Point Reyes Station in West Marin. We offer a collaborative and supportive work environment with competitive pay and benefits, including personal time off, health insurance, and a family-friendly approach. Our team of committed professionals and Board of Directors bring their passion and talents together to support CLAM's mission.

PRIMARY RESPONSIBILITIES

Property Management – 50%

Maintain assets

- Coordinate and manage all maintenance and capital improvement work for all rental properties within budget and on time. Research vendors as needed and develop relationships with local trades to improve the vendor pipeline, including with volunteers. Obtain quotes, apply for permits, schedule work, coordinate with residents.
- Identify cost efficiencies through upgraded systems or materials, rebates, grant opportunities. Evaluate options and make recommendations to the Property Committee.
- Prepare and maintain all records, correspondence, and files, including maintenance records, warranty information, capital improvement project summaries, resident leases and data.
- Inspect properties annually and update property needs assessment to assure active planning for capital improvements and assist Deputy Director in planning for adequate resources.

Manage Resident Program

- Maintain resident wait list; periodically contact applicants to keep waitlist current.
- Actively promote and comply with all Fair Housing regulations, including fair housing marketing, application screening, waitlist management, and tenant selection.
- Conduct tenant selection process, including screening candidates for lease up. Manage new lease ups.
- Verify tenant incomes annually per funding including Section 8, and tax exemption requirements. File monitoring reports and forms.
- Implement resident policies; amend policies as necessary in consultation with the Property Committee.
- Establish and maintain relationships with tenants, engaging residents in CLAM's work through relationship building, renter equity program, and resident handbook. Address tenant complaints, violations, and problems.
- Collect and track rent payments.

- Oversee applications and distribution of rental assistance funds, with support from the Office Manager.
- Manage renter equity program. Implement tenant activities to earn credit. Maintain records of renter equity statements.
- Meet with Property Committee monthly for guidance and support with property maintenance, resident issues, and property acquisition.

Project Management Support – 30%

- Participate actively as a collaborative member of CLAM’s housing team.
- Provide project management support.
- Assist with meeting scheduling coordination.
- Track project correspondence and compile research or related information.
- Support property acquisition efforts by gathering information, and performing research or inspections to support project feasibility.

Fund Development Support – 10%

- Compile information required for funding proposals, such as property improvement proformas, project narratives, and tenant demographics.
- Prepare semi-annual asset management or grant reports to funders, including CDBG/HOME, County of Marin, Marin Community Foundation, Marin Clean Energy, and other rebate programs.

Communications Support– 10 %

- Support development of information to share with the public about CLAM’s housing resources, income qualifications, and housing opportunities.

QUALIFICATIONS

Required Skills, Knowledge and Experience:

- Minimum of 2 years of property management experience and/or training, including direct responsibility for maintaining property assets.
- Demonstrated experience managing maintenance and capital improvement work, including obtaining quotes, applying for permits, scheduling and coordinating work. Ability to cultivate good relationships with tradespeople/vendors.
- Demonstrated experience effectively managing resident programs, including applicant wait list and tenant selection process and rent collection. Ability to understand and implement affordable housing guidelines and policies.
- Knowledge of and sensitivity to the concerns and needs of lower-income people.
- Highly effective in establishing, promoting and maintaining resident relations. Possess interpersonal and conflict-resolution skills.
- Effective oral and written communication.

- Excellent organizational, time management, and problem-solving skills. Maintain impeccable records.
- Ability to work in project teams, and with a wide variety of individuals as well as to work independently.
- Proficient in Word and Excel (to conduct financial analysis) and database management.
- Ability to work under pressure and successfully meet deadlines.
- Commitment to CLAM's mission, and desire to communicate values to community members and stakeholders.
- Ability to work regularly in West Marin.

Preferred Skills, Knowledge and Experience:

- Direct experience working with lower-income families and individuals.
- Knowledge of Fair Housing regulations and experience implementing affordable housing programs.
- Experience maintaining records relevant to local, state, and federal housing financing programs.
- Ability to prepare a property maintenance budget and financial analysis.
- Bilingual Spanish/English preferred.

Compensation and Benefits

The rate of pay range is \$28.36 – 30.29 per hour (annualized salary is \$59,000 to \$63,000), depending on experience. Benefits include medical insurance, holidays, and paid time off.

To Apply

Interested candidates should submit a single PDF file including both your resume and a cover letter describing your interest in the position and qualifications to: jobs@clam-ptreyes.org Include contact information. Cover letter required for review of application.

Please specify position in subject line.

Applications will be accepted until the position is filled – our goal is to hire early 2022. Early submissions are encouraged.

Work Environment

Pre-COVID, this position operated in a professional office environment using current technologies. Currently, staff primarily work remotely; we limit the number of people who can work in the office at a time. When we return to full-time office work, partial remote work may be possible; however, regular presence at the office and in the community are required. Ability to visit properties in Point Reyes Station, Inverness and Stinson Beach regularly is required.

Equal Opportunity Employer

CLAM is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as members of the LGBTQI communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

As part of a community of nonprofit organizations of West Marin, CLAM has signed on to the following joint statement:

We acknowledge the systemic racism at play in our country and county, and commit to facilitate change and foster the inclusivity that this moment in history demands. We recognize that this is the work we must do to truly live out our values of equity and inclusion.

Together we agree to:

- Carry out our own internal work within our respective organizations to address bias and racism, while advancing equity, diversity and inclusion;
- Share our learning with each other for more effective action; and
- Collaborate as West Marin nonprofits to work with our communities in confronting systemic racism.

We draw our inspiration from courageous leaders who over the centuries have challenged exploitation, racism, and violence.

To learn more please visit: <https://www.clam-ptreyes.org>