

Revenue Management Associate – Philadelphia, PA

MISSION FIRST HOUSING GROUP (MFHG) develops and manages affordable, safe and sustainable homes for people in need, with a focus on the vulnerable. We ensure our residents have access to resources to help them live independently. We deliver housing that provides long-term benefits to residents and neighborhoods, alike.

MFHG believes that each employee makes a significant contribution to our success and the contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Columbus Property Management, a member of Mission First Housing Group is seeking a full time Revenue Management Associate who will be responsible for tracking project-based rental subsidies across the Mission First portfolio and ensuring that this portfolio in compliance with HUD and local rental subsidy providers. RMA will work closely Asset Management and Property Management teams to maximize rental subsidy streams and pursue new subsidy opportunities.

Duties and Responsibilities:

- Track subsidy contract renewals
- Submit contract renewal paperwork, track progress toward approval of renewal and obtain renewal in timely manner
- Submit applications for new Section 8 contracts, track progress toward approval and obtain new contract in timely manner
- Apply for and obtain rent increases in a timely manner
- Work with property managers to collect information about residents needed for reporting and/or subsidy applications and renewals.
- Schedule site visits with, consultants, construction, property management and development teammates as necessary
- Coordinate response to HAP abatements: working with property management to ensure timely response to abatements and ensure timely receipt of payments after subsidy is reinstated
- Serve as primary point of contact for inspection requests from providers of Section 8 and other project-based rent support

Requirements and Qualifications:

- College Degree preferred or High school diploma and at least five (5) years' experience in property management or real estate sales or other applicable field.
- Relocation experience preferred; basic knowledge of local Property Manager Fundamentals and Practices and valid local Real Estate and/or Property Manager license in the jurisdiction is preferred.
- HQS certification required or attainment of certification within 12 months of employment date. LIHTC and AHM/COS certification is preferred but not required.
- Excellent written and verbal communication skills; good interpersonal skills; strong organizational, analytical, and problem solving skills
- Ability to work both independently and as a team member
- Experience with MS Word and Excel
- Experience with YARDI (or comparable property management system)
- Ability to effectively interact with a wide variety of personalities
- Ability to be flexible and adapt to changing priorities
- Ability to handle multiple responsibilities
- Licensed to drive a motor vehicle; access to an insured motor vehicle in good working condition that will be driven daily for the job; available to work past normal business hours, evenings, and/or weekends for special projects as needed.

Benefits

- Medical insurance
- Dental insurance (Company Paid)
- 403B (Company Paid)
- Life Insurance, Short and Long term disability (Company Paid)

In accordance with MFHG's COVID-19 Vaccination policy, all MFHG staff are required to be vaccinated for COVID-19 as a condition of employment unless a medical or religious exemption has been approved. If hired, you will be required to provide proof of your vaccination status prior to the start of your employment with MFHG. If you not already vaccinated, you will need to be vaccinated no later than February 1, 2022. All records of vaccinations and approved exemptions will be kept highly confidential.

To apply, please forward resume to Cavery@missionfirsthousing.org

Mission First Housing Group – EOE M/F/D/V/SO