



**Gateway House, Inc.
Job Description**

POSITION:	PROPERTY MANAGER
REPORTS TO:	Executive Director of Gateway House, Inc.
HOURS:	Monday to Friday with occasional weekends and evenings as needed.
TYPE:	Full-time
SALARY RANGE:	\$50,000 - \$60,000
LOCATION:	Main office at Gateway, 423 Croft Street, Greenville, SC 29609

OVERVIEW:

Gateway is a private, not for profit program that is internationally renowned and follows the proven, successful and accredited *Clubhouse Model of Psychosocial Rehabilitation* that engages people with serious mental illness to participate in their own recovery process by working and socializing together in a community that feels like home rather than a hospital. After joining Gateway, members who need independent housing are offered assistance in moving into one of our seventy apartments or other independent living opportunities in our community.

The Property Manager is part of the Gateway administration team with bottom-line responsibility for our Clubhouse Housing. Must be a professional that leads with integrity and fairness; provides caring service to those they serve; and develops and maintains relationships of value that contributes to the overall success of the organization.

Responsible for the overall fiscal accountability, Regulatory Compliance and physical asset management of a four site residential portfolio. Oversees capital improvements, administration, reporting, community safety and legal compliance. Acts as management representative with various regulatory agencies, contractors and vendors.

RESPONSIBILITIES:

- Assists in reviewing all move ins/out/s/recertifications/intermins, etc. As required by Regulator Programs and Gateway guidelines
- Prepare all monthly reports and Housing Assistance Payment requests
- Monitors/Maintains regulatory compliance with company policies, procedures and industry regulations on behalf of owner/agent with appropriate regulations (i.e., HUD, Housing Authority, SC Landlord Tenant Act)
- Interprets and applies HUD regulations and identifies and recommend compliance and changes as appropriate



- Establishes and coordinates a schedule to review and maintain tenant files
- Preparation and participation in any regulatory management/physical inspections and any other onsite inspections with insurance, owner, etc.
- Preparation and participation in all financial audits
- Prepares written response for any compliance related findings
- Updates System for Award Management Systems (SAMS) website for each HUD project annually as required
- Track and monitor all new move ins to ensure the 90 EIV income reports are printed and documented efforts are filed
- Maintain EIV online recertifications and master EIV authorization files for all employees, EIV training annually, Security Awareness training annually
- Prepare and maintain all Affirmative Fair Housing marketing Plans for all properties
- Resolves resident concerns and matters at a high level of customer service and satisfaction
- Establishes and monitors the property budget in accordance with established goals
- Ensures that all deposits, rents, other fees and ancillary revenues are collected and deposited
- Reviews and submits bills for approval and payment
- Reviews, codes and submits monthly accounts to accountant for reconciliation and reports
- Purchase necessary equipment and supplies for the community
- Interacts closely with the facilities manager and Housing Coordinator of Gateway House
- Inspects the community to determine the quality of the physical property to assess and identify needs
- Develop and implement community budgets and submits to HUD for approval
- Perform contract renewals and rent increase packages submits to HUD for approval
- Perform utility analysis annually along with budget preparation
- Monitor asset maintenance issues and recommend capital improvements to maintain community
- Ensure maintenance of the property is being performed and documented
- Maintains waiting lists
- Performs background checks
- Acts as TRACS coordinator, maintaining authorizations and users

OTHER:

- Work in partnership with other Clubhouse staff team members in planning and executing the housing program and organizational priorities and goals.
- Supports the Colleague Training program of Gateway to instruct visiting colleagues in best-practices in managing a Clubhouse Housing program.
- Execute other duties as assigned in working with the Housing Coordinator and Clubhouse staff to provide independent living supports to members living in our Clubhouse Housing.

EXPERIENCE AND QUALIFICATIONS:

- Requires an undergraduate degree with at least five years of relevant work experience in property management or other relevant experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.



- Requires a current Property Manager License from the SC Real Estate Commission and a high level of HUD knowledge including fiscal, budget and contract accountabilities.
- Knowledge of the Clubhouse model of psychiatric rehabilitation is preferred

For more information about Gateway visit: www.gateway-sc.org or about the Clubhouse Model please visit: <https://clubhouse-intl.org>

To Apply: Please send a resume and letter of interest to: rredlinger@gateway-sc.org