



Title Of Position:	Property/Asset Manager
Location:	Dublin, OH
Status:	Full Time (Exempt)
Reports To:	Executive Director

Company Overview:

Options for Supported Housing is a nonprofit that serves over 300 low-income individuals with developmental disabilities across 11 states with over 100 homes. As an affordable housing property owner, we work with state and county governments, service providers, vendors and contractors to ensure that residents live in safe, quality housing that improves their lives. Our organization values integrity, teamwork, and continuous improvement. Your work will honor a special group of people. You'll be serving the community through your profession. Foundation For the Challenged is dba Options for Supported Housing and is headquartered in Dublin, Ohio.

Position Summary:

Use your property and asset management experience for good. Options for Supported Housing is a nonprofit organization headquartered in the Greater Columbus region providing homes for individuals with intellectual and developmental disabilities (IDD). Joining our team means you will be empowered to be the go-to person overseeing our Housing portfolio which provides and maintains safe, quality, and affordable housing for individuals with IDD. The ideal candidate has experience in property management and/or construction project management, and leasing.

Responsibilities:

Managing all aspects of the property, including but not limited to the following:

- **Leasing:** Collaborate with and maintain strong relationships with various county departments of developmental disabilities, service providers, residents, family, and property management companies to process applications and verify eligibility, schedule house showings, and prepare first-year and renewal leases.
- **Rent Collection & Financial Oversight:** This role is key to ensuring steady and healthy growth. Enter rent payments into property management system in a timely manner, monitor rent payments, address delinquency.
- **Property Maintenance & Vendor Coordination:** Track, assess, and address repairs and maintenance requests in a timely manner. Oversee vendors and contractors for 50+ units to ensure the property is well-maintained and unit turnover is timely. Assess and oversee all repairs and maintenance. Collaborate with leadership to implement and take ownership

of preventive maintenance and inspection schedules. Forecast major repairs and maintenance schedules and collaborate with team on asset depreciation process.

- **Process Management:** Understands process flow. Leverages property management software to maintain accurate records and correspondence. Attention to detail, priorities, time management. Other duties and special projects as assigned.
- **Reporting:** Uses and recommends property management features to improve operational efficiency. Monitor and/or run regular rent, lease, maintenance, and inspection reports. Assist with annual compliance reporting.

Skills and Qualifications:

- **Experience:** 3 years in property management, leasing for 50+ units. Knowledgeable about major and minor residential repairs and maintenance.
- **Knowledge:** Proficient of familiar with property management software (Propertyware and Asset Keeper is a plus). Proficient with Microsoft Office.
- **Skills:** Requires minimal supervision, self-starter, quintessential problem solver, accurate process management, accurate data entry, understands how their role connects to and impacts others, lifelong learner, works well independently and within a team.

Compensation:

- Salary \$60,000 - \$70,000
- Benefits 20% of salary; Opportunity for expanded benefits as we build capacity
- Generous paid time off; 11 holidays
- Monday – Friday 40-hour work week, after hours emergency management
- Friendly and collaborative work environment

Apply:

Send your resume to apply@optionshousing.org with the subject line "Property/Asset Manager Application - [Your Name]."