



Homes for Generations

Portfolio Director (5-10 years of experience)

Organization Background

Aeon is an award-winning nonprofit developer, owner and manager of high-quality affordable apartment homes in the Minneapolis/St. Paul metropolitan area. Aeon has built or renovated 1,934 apartments and townhomes, which provide stability to more than 3,000 people each year – including individuals and families with low to moderate incomes and formerly homeless individuals. Established in 1986, Aeon has built quality affordable homes, connected residents to stabilizing resources and managed its properties as long-term assets. Aeon's mission is to create and sustain quality affordable homes that strengthen lives and communities. To learn more about Aeon, please visit www.aeonmn.org

Position Summary

The Portfolio Director will report directly to the Chief Operating Officer (COO) as a dynamic member of Aeon's operational leadership team. Aeon's Portfolio Director will lead, develop, and manage all on-site personnel at multiple properties in addition to maintaining strong working relationships with all Aeon management peers and other internal teams. The Portfolio Director will maintain effective relationships with suppliers, vendors, and others serving Aeon. Five to six employees will report directly to the Portfolio Director with approximately 35 additional staff aligned under this team structure.

The Portfolio Director is an important part of Aeon's operations leadership team. The team's mission is to add appropriate services and structure for Aeon residents to help them create a successful home for themselves.

The Director will be responsible for maintaining the physical, financial, regulatory, and customer service performance for a portion of Aeon's apartment homes, in accordance with Aeon's values, vision, and mission. Other primary responsibilities include selecting, training, development and performance of all personnel assigned, either directly or through others.

Position Responsibilities

Financial Reporting Management

- Provides oversight to development of annual property management plans and operating budgets
- Reviews all monthly financial reports
- Performs annual capital expenditure projections to protect and maximize assets
- Performs property budgeting and reforecasting

Marketing and Leasing Management

- Supervises leasing personnel
- Regularly evaluates market conditions and property comparables
- Implements marketing plans
- Approves and monitors rental rate accommodations for new leases and renewals based on current market information and regulatory requirements

Physical Asset Maintenance and Supervision of Employees and Contractors

- Assures adherence to specifications (both contractual and per Aeon operational requirements)

Customer Service

- Ensures that Aeon's residents are appropriately served in a positive, welcoming environment
- Works with other Aeon staff and outside parties to help assist Aeon residents to engage within their community and help create home for themselves

Administrative Management

- Ensures quality employee selection, training, performance and assures that all supervised employees comply with the appropriate policies, procedures, and performance expectations
- Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters, as appropriate
- Spends a percentage of time on obtaining market knowledge, community relations, and asset evaluation activities
- Ensures property files and records are maintained according to regulatory requirements and Aeon policies and procedures
- Continually improves management and technical skills

Qualifications

This critical position requires at least 5-10 years of overall experience with progressive on-site and supervisory leadership responsibilities. Above all, candidate must possess proven abilities in high-level financial analysis, property budgeting and reforecasting. A progressively successful track record in property management in either the private sector or non-profit sector is required. The successful candidate will demonstrate strong leadership and motivational abilities, exceptional verbal and written communication skills and the ability to successfully interact with a wide range of people. Proficiency in Microsoft Office and YARDI is required, or other similar industry software is preferred. Candidate must have advanced knowledge of Fair Housing Laws and regulations. Valid driver's license is required.

The candidates for Portfolio Director must also have a track record of building strong mutually beneficial relationships and achieving results through empowering people. Candidate will also possess proven success with supervising and mentoring on-site management staff as well as excellent interpersonal, management, and conflict resolution skills. He or she should be a resourceful problem solver with attention to detail and a seeker of excellence who values results, hard work, customer service, teamwork and loyalty to Aeon's mission.

Compensation

Salary is commensurate with education and experience. Benefits package includes: medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and an employee assistance program.

Click on the following link to apply: <http://aeonmn.iapplicants.com/ViewJob-193013.html>

Position is open until filled.

**Aeon values a diverse work environment.
People of color and people with disabilities are strongly encouraged to apply.
Equal Opportunity Employer**