

## **Community Manager Biloxi Housing Authority**

The Community Manager position at the Biloxi Housing Authority (BHA) offers an opportunity to make a significant contribution to the day-to-day operations of this agency. As an assisted housing provider, the BHA provides safe, high-quality affordable housing to Biloxi residents through its commitment to innovation, efficiency, and accountability. The agency plays a key role in managing affordable housing in the Biloxi community. The Community Manager will manage all facets of business at Authority-operated properties. The incumbent enforces lease agreements and timely rent payments by residents, ensures that all housing procedures are adhered to, and that units are compliant with applicable regulations. The incumbent fills vacant units within the acceptable timeframe. This position supervises and leads property staff, including the Property Specialist. The ideal candidate will demonstrate considerable knowledge of property management and strong written and oral communication skills.

### **Desired Education, Background & Competencies**

Associate's Degree in Business, Education, or the Social Sciences and two (2) years of experience as a property manager or related experience; or a High School Diploma/GED, and four (4) years of experience as a property manager. PHM or IREM certificate is desirable. An equivalent combination of education and experience may be considered. Knowledge of housing management software is required.

### **Compensation and Benefits**

- Compensation is commensurate with experience
- Competitive benefits package, including health, life, vision, and dental insurance.

To apply, please send a resume and cover letter with salary history to [bhaemployment@biloxihousing.org](mailto:bhaemployment@biloxihousing.org). **Please include the job title "Community Manager" in the subject line of your email.** For a full review of this job description, visit our website at [www.biloxihousing.org](http://www.biloxihousing.org) and click on "About Us" then click on "Employment."

It is the policy of the Biloxi Housing Authority to give preference in employment to Section 3 - eligible individuals. **The Biloxi Housing Authority is an Equal Opportunity Affirmative Action employer.**