



The **Mary E. Bivins Foundation** is currently interviewing compassionate and experienced leaders for the position of **Property Manager** at its Bivins Village I and II campus in Amarillo, Texas.

### POSITION OVERVIEW

Bivins Village I and II is a beautiful HUD 202 independent living community with 120 apartments for senior (62 and above) residents. The Property Manager oversees day-to-day operations of the property with assistance from two direct reports (Leasing Agent and Activity Director) and a Maintenance Team.



*Bivins Village II*

The Property Manager is responsible for marketing, community relations, financial and budgeting tasks, and team oversight. Experience with federal, state and local guidelines/ regulations that govern HUD 202 (Section 8) housing is a plus. Providing a safe and comfortable living environment for residents in an atmosphere of dignity and respect is the overall goal of this position.

This is a full-time (40 hours per week) exempt position. General hours for this position are 8:00 AM – 5:00 PM Monday through Friday with some early, late and weekend hours required. This position reports to the President/CEO of the Mary E. Bivins Foundation.

### ESSENTIAL DUTIES

- Develop an effective marketing plan utilizing web, social media and in-person platforms.
- Utilize HUD software program to keep tenant, certification, and occupancy details updated.
- Establish and foster relationships with potential residents and community partners.
- Provide tours of the property, interview applicants and process rental agreements.
- Oversee accounting functions for accuracy and proper coding.
- Resolve concerns and complaints from tenants; address lease violations and evictions.
- Create empowering annual goals and quarterly targets for each direct report.

### QUALIFICATIONS

- Bachelor's degree in business, marketing, social work or related field (or equivalent work experience).
- Experience in a marketing or sales position including creating quarterly/annual plans.
- 2+ years of recent experience in senior living or apartment community setting (preferred).
- Proficiency with Microsoft Office products.
- Exceptional time management and communications skills.

## **ENVIRONMENTAL AND PHYSICAL REQUIREMENTS**

The environment for this position is a large campus with multiple buildings. Duties may include driving a personal-owned vehicle (with mileage reimbursement) which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc. The employee works within a non-confined office-type setting in which he or she is free to move about at will.

While performing the duties of this position, the employee will spend time writing, typing, speaking, listening, lifting (up to 50 pounds), driving, seeing, sitting, pulling, walking, standing, and reaching.

The employee may operate any or all of the following: telephones, copy and fax machines, postage machine, calculator, computers, and related printers.

The employee must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

## **BENEFITS**

- Salary range of \$55,000 to \$65,000 depending on relevant experience and skills
- Paid Time Off (PTO) and annual holidays
- Healthcare, dental and vision benefits paid for employees; available for family members
- Life insurance and 401K retirement plan available

**To apply for this position, please send a copy of your resume along with a cover letter to:**

Katharyn Wiegand, President and CEO  
Mary E. Bivins Foundation  
2311 W. 16<sup>th</sup>  
Amarillo, Texas 79102

Questions may be directed to Ms. Wiegand by e-mail: [katharyn@bivinsfoundation.org](mailto:katharyn@bivinsfoundation.org)

**Applications will be accepted until February 16, 2022.**