



Father Bill's & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency. For more information visit us at www.helpfbms.org.

Director of Property Management

Position Summary:

Father Bill's & MainSpring is an innovative leader in the areas of housing and homelessness in Southern Mass providing temporary shelter and food, finding safe and affordable housing, and providing permanent housing with support services to achieve self-sufficiency.

The Property Management Director will lead the department at FBMS focused on managing and maintaining over 20 properties (maintenance, repair and capital improvements) in addition to 100+ leased units in the community and commercial offices. This individual must have an understanding and empathy for those dealing with homelessness and other related issues. This individual will also supervise all building and facility preventive maintenance and repair activities as well as planning and implementation for capital improvements of over 20 sites, four of which operate 24/7. The person in this position will work as part of a team and effectively collaborate with staff delivering programs and services in buildings owned and operated by FBMS, as well as those leased on behalf of our Family Shelter program. FBMS has an excellent reputation and strong relationships with many public funders, nonprofit partners, and private landlords. It also has a longstanding commitment to program and strategic planning, and to evaluation of its performance outcomes and trends. This individual will continue to strengthen, develop, and expand this work.

This full-time position reports directly to the Chief Operating Officer.

Essential Duties and Responsibilities:

Leadership

- Leads property management team toward FBMS' mission, values, strategic plan and annual operational and financial plans.
- Develops strong positive relationships with outside partners, such as regulators, contractors, and local consultants to ensure successful accomplishment of projects and initiatives.
- Maintains strong partnerships and communication with internal stakeholders, including service and operations staff and other departments.
- Identifies internal and external expectations and exceeds them.
- Leads in a manner that is diplomatic, inclusive, transparent, communicative, open and fair, promoting high performance.
- Thrives while managing multiple simultaneous projects with little room for error.

Facilities Management

- In collaboration with Facilities Manager, develop long and short range maintenance plans/programs (e.g. emergency response plans, emergency management plans, annual budget, etc.) for the purpose of ensuring resources are effectively utilized.
- Support team in implementing preventative and predictive maintenance systems, housekeeping and repairs, continuously improving productivity, reliability and costs.
- Support the management team to oversee Work Express program, a social enterprise, largely responsible for the housekeeping and turnover of FBMS units in addition to external contracts.
- Oversee FBMS' 10-year capital improvement plan, in partnership with the Finance team ensuring specifications for major capital improvements are within local/state/federal regulations.
- Support Facilities team to adhere to all building and unit inspection schedules, completing repairs and planning renovations, sanitation, contracted services, and unit turnover. This includes large portfolio of scattered site family shelter, as well as FBMS-operated permanent housing programs.
- Manage all FBMS commercial office space maintenance, communication, leasing, and planning.
- Manage Donations Center, supporting team of staff and volunteers responsible for inventory and distribution of supplies.
- Collaborate with relevant departments and site staff in communicating and collaborating on maintenance activities.

Financial Management

- Develop regular reports on progress, budgets and expenditures as it relates to various departmental activities, including leased housing and facility maintenance.
- Manage vendor relationships regarding building maintenance and improvement, focusing on streamlining and consolidating vendors where possible.
- Monitor fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- In partnership with Finance Department, maintain annual operating and capital budgets for the department, ensuring proper control and appropriate improvement plans are in place.

Requirements:

- Master's Degree preferred with at least five years of comparable experience and four or more years of supervisory experience strongly preferred.
- Knowledge of federal and state programs for affordable housing, as well as policies, guidelines and statutory requirements relevant to real estate development a plus.
- Highly organized with strong attention to detail and ability to meet deadlines.
- Comfortable and skilled in working with budgets and data.
- Strong analytical and planning skills.
- An understanding and empathy for those dealing with homelessness and related issues. Ability to effectively communicate the mission and goals of Father Bill's & MainSpring to prospective funders and partners.
- Local travel throughout the South Shore area. Vehicle and valid driver's license required.

Please forward Cover Letter and Resume to Employment@helpfbms.org

"Father Bills and Mainspring embraces diversity and equal opportunity"