



Full Job Description

POSITION TITLE: Landlord Recruitment Specialist

DEPARTMENT: Landlord Opening Doors (LOD)

REPORTS TO: Senior Landlord Recruitment Specialist

WORK SCHEDULE: 8 a.m. to 4:30 p.m., Monday through Friday

JOB CLASSIFICATION: Full Time/Exempt

SALARY RANGE: \$55,000 - \$60,000 Depending on Experience

Description:

The mission of Brothers Redevelopment and Landlord Opening Doors is to collaboratively work with the community and provide stability for our at-risk individuals. We provide some of the most essential needs in our communities, starting with housing to create lasting outcomes. We improve the health and long-term success of people by providing them access to housing, and agencies in the communities that can provide long term services to live safely, and independently within our communities.

Brothers Redevelopment is seeking a Landlord Recruitment Specialist to facilitate building rapport with property management companies, and private landlords that can support the housing that is required to meet the individual needs of the applicant. The Landlord Recruitment Specialist will act as the bridge between applicants and housing providers as required for every applicant.

This position will require organization, and efficiency in reviewing and following up on placements with a high volume of applications received. It is expected that the incumbent can diplomatically manage difficult placements with great negotiating skills. These services are performed and provided statewide to applicants.

This is intended to be a general description--duties can be shifted according to the skills and interests that each staff person brings to the program.

Essential Duties and Responsibilities:

- Knowledge and experience in Property Management Tax Credit Properties and Vouchers.
- Develop expertise in the tax credit rental process and voucher process.
- Experience in outreach and networking to establish long term relationships with Property Management Firms and Private Landlords (LL's).
- Experience in working with state agencies Health Care Policy & Financing (HCPF), and Housing/Department of Local Affairs (DOLA), following guidelines, working within program guidelines and voucher policies.
- Establish relationships with transition agencies providing housing referrals and follow-up during the housing process, helping all agencies to ensure proper placement of voucher members.
- Manage the application process to ensure timely receipt of all necessary documentation required to meet DOLA/Division of Housing (DOH) policies on Housing Applications submitted for vouchers requests.
- Manage and track all housing applications, housing placements, throughout the process in our internal database.
- Maintain relationships with the State of Colorado Healthcare Policy and Finance (HCPF) and Division of Housing (DOH) and attend all required meetings.

- Maintain existing relationships that have been established.
- Act as the primary point of contact for landlords and property managers as issues arise.
- The ability to work through difficult housing placements and resolve problems as they develop, navigate problems with housing between the placement agency and the properties.
- The ability to be flexible when working with outside agencies.
- Support the Landlord Recruiter in Statewide housing searches.
- Cultivate new Landlord relationships and secure housing for voucher members.
- Strengthen the level of support we are offering to landlords to facilitate the most positive experience.
- Secure and coordinate landlord access to resources whenever it is needed.
- Completing various duties and tasks as required or requested to support the grant deliverables and processes of the program and the LOD department.
- Performs other duties as assigned.

Qualifications:

- The ideal candidate will have great enthusiasm for working through conflict to find mutually agreed upon alternatives.
- Excellent organizational ability.
- Extensive knowledge of Colorado housing and property management experience working with both private landlords and property management communities.
- Experience in liaising with management agencies and private landlords.
- Excellent written communication skills and ability to communicate effectively with many audiences, including applicants, landlords, team members, industry professionals, and agency officials.
- Ability to prioritize and manage multiple tasks simultaneously as well as possess the ability to work in a team environment to effectively troubleshoot when problems arise.
- Knowledge of State housing and affordable housing programming.
- Proficiency skills in Word, Excel, database platforms, and the use of email and other applications.
- Detail oriented, with extensive documentation skills.

Experience/Education:

High school diploma or equivalent. A minimum of at least one year of related experience required.

Certificates, Licenses, Registrations:

Real Estate License or Property Management Certifications preferred but not required. Must have own vehicle, a clean driving record and valid driver's license.

Work Schedule

8 a.m. to 4:30 p.m., Monday – Friday. This role is remote and will not be expected to report to the main office. May be required to attend meetings in person with agencies.

Work Environment:

This job can be, at times, high-paced, with heavy volume of providing services to Colorado residents, landlords, and property management companies. This is a predominately a sedentary position with some lifting, bending, stooping, and carrying of light items, such as papers, mail, and files. The work involves minimal risks and observances of safety precautions typical of an office setting.

MENTAL DEMANDS:

- Most of the duties are varied and regularly require analysis, comprehension, or limited judgment and discretion. Some of the duties may not conform to standard practices requiring the use of analysis and interpretation to resolve problems.
- Requires continuous concentration, alertness, and attention to detail.

- Requires an intermediate level of accounting and mathematical abilities.

PHYSICAL DEMAND CLASSIFICATION:

PHYSICAL AND COMMUNICATION DEMANDS:

- Constant (67-100%): Forward reaching, grasping, handling, fingering, vision, hearing, sight with color perception, writing or composing in the English language, reading.
- Frequent (34-66%): Sitting, talking to coworkers, talking on the phone, responding to written/verbal requests from coworkers, responding to written/verbal requests, receiving verbal instructions, receiving written instructions.
- Occasional (1-33%): Standing, walking, stair climbing, bending, squatting, kneeling, stooping, crouching, climbing, twisting, side bending, over-head reach, talking to customers, written communication to customers.

DESCRIPTION OF TASKS:

- *Pushing/Pulling: Occasional pushing/pulling is required when the employee is using hand truck to move files or office supplies. Force pounds were estimated to be up to twenty-five#.*
- *Lifting/Carrying: Occasional lifting/carrying is required when the employee is moving files, boxes, and office supplies. Force pounds were estimated to be up to 25#.*
- *Sitting: The employee sits constantly at a workstation or desk.*
- *Standing/Walking: Alternate standing and walking is performed occasionally when employee is walking to make copies at the copying machine, faxing documents, or going to assist others in the company.*
- *Climbing: Climbing is performed when the employee needs to climb onto a step stool to reach items on shelves.*
- *Bending/Stooping/Crouching: Forward torso bending, stooping, and crouching may be preference of the worker when reaching or material handling at lowered work surfaces, and/or reaching for items on the lower shelves.*
- *Squatting/Kneeling: These techniques can be used by the employee when performing lifting, carrying, or with position tolerance tasks. Squatting/kneeling can be applied up to 1/3 of the workday.*

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications ranges from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

EQUIPMENT, MACHINES, TOOLS USED:

Computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, postage machine, paper cutter, and hand truck. May use other equipment as required for the position.

DESCRIPTION OF WORK ENVIRONMENT:

Environmental Exposure:

Outdoors: 90-100%

Work is performed primarily indoors unless the employee is required to go out of the office on errands. Employee will be in contact with chemicals (i.e., toner for copier and facsimile machines), and materials (i.e., paper) normally found at offices. Employee will also be exposed to minimal noise and vibration.

Vision and Hearing:

Must be able to clearly see the computer monitor with or without corrected vision. Must be able to judge or distinguish distance and space relationships.

Must be able to hear within a normal range with or without a hearing device.

BENEFITS:

403B with 3% match, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid time off including vacation, sick and personal leave; plus, paid holidays; and a solid working environment!

Brother's Redevelopment- Our Mission

Established in 1971, Brother's Redevelopment provides housing and housing- related Services for the Colorado's low-income, elderly, and disabled residents.

Brother's Redevelopment- Our Strategy

Fulfill our mission by growing sustainable revenue streams, developing advantageous alliances, and creating a compassionate and sustainable organization.