
RENTAL MANAGER**Overview:**

Frontier Housing has served northeastern Kentucky communities for over 40 years by developing housing for homeowners and renters, and providing owner-occupied repair services. Frontier offers a supportive, fast-paced work environment, where we work together to build better communities. The Rental Manager will manage all Frontier Rental and REO (real-estate owned) properties. Responsibilities include managing financial matters, coordinating maintenance work, enforcing leases, and preparing internal reports. A successful manager will build lasting relationships with tenants, housing voucher programs and maintenance services. This position is non-exempt.

Reports to: Director of Construction, Construction Manager

Specific Duties & Responsibilities:

- Prepare and manage budgets under the Director of Construction's guidance.
- Report on the properties financial performance, occupancy and expiring leases.
- Advertise vacant properties and accept Potential Tenant applications.
- Interview tenants, run screenings, show vacant units and assess applications in accordance with the Fair Housing Act and anti-discrimination laws.
- Set rental rates, negotiate and enforce lease agreements; terminate leases and initiate eviction proceedings when necessary.
- Complete paperwork and correspond with Housing Choice Voucher (HCV) Programs on tenant's behalf for those with HCV's.
- Collect rent and other property fees, resolve late payments, and handle operating expenses.
- Investigate and resolve property complaints and rental violations. Work closely with Frontier staff to schedule and supervise repairs and maintenance work.
- Inspect units on a quarterly basis for repair status and provide New Filters to ALL units.
- Schedule maintenance, trash removal, landscaping, security and other ongoing services of vacated units.
- Manage disputes with service providers where applicable.
- Maintain records of income, expenses, signed leases, subsidy voucher status, tenant complaints, maintenance, etc.
- Work closely with the FHI construction staff to secure, renovate, and sell REOs.
- Perform other related work as required;

Experience & Qualifications:

- Customer service and interpersonal skills needed to meet with tenants.
- Attention to detail to ensure applications are accurate and issues or questions are adequately addressed.
- Ability to work with people from diverse backgrounds, including people of varying social and economic means;
- Knowledge of, and an affinity for, Frontier's mission, and for energy-efficient construction practices and methods.

In addition, the successful candidate must be willing to travel across all eleven counties Frontier serves. The Rental Manager is expected to travel to all rental units at least every three months to inspect unit and provide filters. Usually, evenings and weekends are not required, however emergencies require immediate action.

Preferred Experience & Qualifications:

- Proficiency in Microsoft Office, including but not limited to Word, Outlook, and Excel.
- Organized, time management, and the ability to multitask efficiently.
- The ability to speak Spanish.

Compensation Package: Competitive salary and benefits package, including a cell phone allowance, based on experience.

Location: Frontier Housing office in Morehead, Kentucky