

TRINITY MANAGEMENT

Trinity Management, LLC seeks an experienced Portfolio Director to oversee several sites. At Trinity Management, LLC, we pride ourselves in providing exceptional, customer-focused property-management services. Our goal is to aid in the revitalization of communities, enhancing the lives of our residents and neighbors, strengthening local commerce, and fostering opportunities for positive growth. We manage a mixed-income, mixed-use portfolio of vibrant housing communities.

Our Portfolio Directors are responsible for the overall operations of all the properties within their portfolio. This position requires a professional who can efficiently manage projects with many moving parts, respond calmly in high pressure situations, demonstrates strong interpersonal skills and who can maintain a high level of confidentiality. We are looking for someone who shares our passion for resident relations while maintaining Company and industry policies and standards. Responsibilities of the Portfolio Directors may include, but is not limited to, monitoring management plans for each property, conducting regular reviews of all Community Managers, conducting regular physical site inspections, supervising annual budgets, reviewing monthly financial statements, ensuring that all properties are operating within standards of compliance and preparing all required reports.

A successful candidate must have a strong property management background that includes rent collections/enforcements, recertifications, budgeting, financial reporting, implementation of capital improvements, and supervision of site teams. This position requires a candidate who is Low-Income Housing Tax Credit Certified and/or who has CPO, COS, or equivalent certifications. An understanding of how to maintain compliance with Fair Housing, OSHA, MSDS, employee safety policy, and all other applicable codes and regulations is required. A knowledge of Yardi is also encouraged.

Trinity Management, LLC offers its full time team members a competitive salary and benefits package that includes medical, dental, 401(k) plan, life insurance, PTO, paid holidays and tuition reimbursement. Trinity Management, LLC is an Equal Opportunity Employer.

Please submit your Resume via email to Bob Cuttle at bcuttle@trinitymanagementcompany.com.

