

# TRINITY MANAGEMENT

Trinity Management, LLC seeks an experienced Senior Community Manager for a Boston based portfolio of properties. 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 Senior Community Managers ensures that all phases of each property operate smoothly and efficiently. Their role is to plan and implement appropriate procedures and to effectively delegate to and oversee the property management team members. This position requires a professional who is a self-starter, motivated and can work independently to meet all deadlines as required. We are looking for someone who shares our passion for resident relations while maintaining Company and industry policies and standards. Responsibilities of the Community Manager may include, but is not limited to, preparing reports, monitoring expenditures to keep compliance with the established budget, maintain positive and professional relationships with agencies and public officials, attend board meetings, resolves resident conflicts, develops marketing programs and maintains current industry certifications.

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 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](mailto:bcuttle@trinitymanagementcompany.com).

