**Mapleton Fall Creek Development Corporation**

**Leasing Coordinator Position Description**

**Job Summary:**

The Leasing Coordinator is a full-time position that reports to the MFCDC Asset Manager and works with the guidance of the MFCDC & Mapleton Properties Property Management board committee. The incumbent will assist in marketing, leasing, operating and maintenance of all rental housing owned by the Corporation or under contract for management. The incumbent will assist in the resident development activities for current & prospective tenants and provide office support for the property management program.

**Primary Responsibilities:**

1. Maintain relationships with existing tenants, follow compliance guidelines, document work orders & coordinate with contractors for resolution
2. Maintain the appropriate systems for sound tenant management, including entering and maintaining all tenant information in Buildium
3. Assist in marketing and leasing by showing units to prospective tenants, and processing applications and pertinent information
4. Process and track lease renewals/recertifications, and assist with move out procedures
5. Manage the receipt and record keeping of rental fees and payments, and post nonrecurring charges to residents’ accounts
6. Represent the Corporation in the community, with neighbors, stakeholders, and service providers, providing marketing, public relations, and networking to insure the success of the rental property
7. Preparation & distribution of monthly electronic newsletter including the maintenance and expansion of the database of recipients. Increase awareness of MFCDC’s programs & services
8. Successfully organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency for the rental portfolio, including implementing office standards, policies, and procedures and maintaining related office equipment, filing systems, and office supply inventory.

**Knowledge, Skills, and Abilities:**

The incumbent must have proficient knowledge in the following areas:

* Excellent interpersonal and communication skills, must be especially comfortable working in the neighborhood and with residents
* A valid driver’s license and available transportation (some neighborhood travel required)
* Strong Computer Skills including Microsoft Office
* Preferred experience with Buildium
* Basic knowledge of real estate principles, practices and laws.
* Knowledge of Fair Housing Laws
* Knowledge of practices for sustainable neighborhood development including LEED-ND.
* Help promote a cooperative spirit within the organization.

The incumbent must demonstrate the following skills:

* Effective written, verbal, and listening communication skills
* Office Administration
* Analytical, problem solving, and decision making skills with a strong attention to detail and well organized

The incumbent must demonstrate the following personal attributes:

* Be honest and trustworthy
* Be respectful
* Possess cultural awareness and sensitivity
* Be flexible
* Demonstrate sound work ethics & initiative
* Be able to handle confidential information

**QUALIFICATIONS AND EXPERIENCE:**

**This is an extraordinary opportunity for an individual with property experience to further develop an organization that has made significant comprehensive community development impact.**

High School Diploma required. Bachelor’s Degree preferred.

Minimum 3-6 years of leasing agent experience.

Proficient in Microsoft Office, especially Excel & Publisher.

Experience in Buildium software preferred.

Demonstrated leadership ability.

Thorough knowledge of all aspects of Section 8, Section 42 compliance preferred

Integrity, high morals, and personal dedication are a must.

**SIGNATURE & DATES**

The following signatures confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

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| Employee  Date: | Immediate Supervisor, if applicable  Date: |
| Chief Executive Officer  Date: |

*The signed original copy of this job description will be placed in your Personnel File.*