



WESLEY HOUSING CORPORATION OF MEMPHIS, INC.



Job title: Manager; Full-time, salaried position.

Division/Department and Location: Housing, Lexington, TN

Reports to: Regional Asset Manager

Essential Duties and Responsibilities:

Work collaboratively to cultivate a strong and transparent relationship between staff. Build a team that can universally work to support the mission in accordance with policies and procedures published. Lend observation and expertise to supervisors developing policies which help develop, expand, and execute the Ministry and Mission. Coordinate and document capital and financial activities of assigned areas. Ability to organize information in a predetermined format for submission to supervisors in connection with reporting requirements.

Advocate and promote the organization and its mission. Work with supervisor to develop day to day strategy, planning and policy execution so that responsibilities can be carried out in an efficient and professional manner. Using imaginative and creative logic, expand services or streamline tasks and submit to supervisor as a best practice.

Ensure management systems created by policy are followed. Submit drafts or information to create official correspondence necessary to execute the regulatory and legal documents necessary to carry out the mission.

Maintain a clear and constant commitment to the ministry as it relates to published policy. To assist and promote its Social Practice as set forth in communicated values.

Develop in service training to assigned staff to ensure dissemination of information, understanding of policy, and an understanding of both regulatory and legal requirements. Develop superior customer service practices among staff. Develop safety practices and training for areas of responsibility. Conduct employee performance evaluations timely to support and reinforce training and customer service.

Assure the protection and maintenance of physical assets within the area of responsibility. Maintain these assets in a safe, decent and sanitary manner at all times in accordance with published policy.

Collaborate with superiors to develop an operating budget to include capital replacement and capital improvement as well as replacement of assets within the assigned area of responsibility.

Manage outside vendors, contractors and consultants within areas of responsibility. Monitor performance of contractors to ensure quality of work and completeness of contract.

Work to establish and maintain a relationship with residents and resident families, other departments and assigned staff ensuring that quality and efficiency is maintained in management systems and superior customer service is achieved personally and by all staff.

Commit necessary effort and staff to maintain and submit routine operational and regulatory correspondence in accordance with published policy. Ensure operational responsibilities are carried out in accordance with published policies and procedures.

Education and/or Work Experience Requirements:

- 3 years successful experience in management or equivalent. Degree preferred. (Associate's Degree or higher)
- Experience with multi organizations or a single organization with multi-sites a plus.
- Excellent verbal and written communication skills, including ability to effectively communicate both internally and externally of the organization. Communication skills should include electronic, written and face to face abilities.
- Ability to operate under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary leadership. Provide a positive example to all subordinates.
- Exhibit or attain proficiency in computer systems including Microsoft Office products, HUD online systems, and industry specific software.
- Certifications in area of responsibilities preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards in accordance with published policies and procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to ambulate, bend, stoop and reach. Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone
- Must be able to travel and provide personal transportation
- Must provide use of a cell phone (preferably a smartphone)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Background check, references and drug screen completed on all positions. EOE

Benefits: Full-time employees are offered a wide range of benefits including PTO, paid holidays, retirement plan, FSA, and insurance offerings In addition to those benefits we offer educational assistance and personal leave.

**To apply email cover letter and resume to: human_resources@wesleyhousing.com
OR fax to: 901.380.4910.**

