

Confidential Career Opportunity

Director – Residential Division

Company Summary

Our Client owns and operates office, research and development complexes, retail centers, self-storage facilities and apartment communities throughout Massachusetts, New Hampshire and Rhode Island. Our Client is a prominent fixture on the New England real estate landscape with a company headquarters south of Boston. The company is actively developing and acquiring new real estate projects and has a number of developments in their pipeline.

Position Summary

The residential market rate apartment division continues to grow and will be over 2100 units when the newest project is completed. The portfolio has grown to six residential communities in Massachusetts, New Hampshire and Rhode Island since 2013 and additional growth is anticipated. These are new properties with luxury amenities including club houses, fitness centers, pools, putting greens, fire pits, walking trails, etc.

Due to this growth a new position has been created for a Director of the Residential Division.

Responsibilities:

This position will oversee the Residential portfolio. Responsibilities will include supervision of on-site managers and staff, residential marketing, property budgeting and manage the daily operations of a group of market rate rental properties located in the New England area. The Director of the Residential Division will provide direction

and supervision of the day-to-day operations and property management related matters to include but not be limited to regular field visits to inspect leasing and occupancy, operations, maintenance, grounds, inspect vacancies, promote and maintain a high standard in appearance and curb appeal.

This is a great opportunity to run a growing residential portfolio of beautiful market rate residential rental communities. Excellent opportunity and career growth potential. This position will report directly to the President and work closely with the development team.

Qualifications:

- 3 plus years of Residential Property Management experience
- Strong interpersonal and leadership skills
- Deadline and detail oriented
- Self-starter, high energy, team player, well-spoken and organized
- Excellent written and verbal communication skills
- Strong computer skills including Yardi software
- Bachelor's Degree

Please direct all confidential inquiries to:

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