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PeabodyProperties.com

CHECK OUT THIS EXCITING JOB OPPORTUNITY AVAILABLE IN YOUR AREA!

REALIZE YOUR POTENTIAL

Vice President of Operations

Braintree, MA

Peabody Properties seeks an experienced and seasoned Vice President of Operations to join its executive leadership in Braintree, MA.

The VP of Operations provides leadership and guidance to property senior staff and team and establishes a strategic plan for each regional portfolio to grow, while maintaining the Organization's reputation for high standards of business and service.

The VP of Operations is also responsible for ensuring each portfolio is led by a highly qualified, skilled and knowledgeable Senior Property Manager, providing all necessary mentoring, development and guidance to ensure the manager and team is willing and able to perform the duties of their position consistent with the requirements of the respective job description and the Organization's standards of practice.

Other responsibilities include but is not limited to conducting monthly site visits to properties within the assigned region, performing an executive overview of all aspects of property operations, conducting the reviewing and preliminary approval of all submitted operating and capital budgets within their portfolios, fully preparing and attending all meetings as called upon and participating as necessary in the acquisition of new business.

The ideal candidate has management expertise in the areas of resident relations, government housing regulations compliance, budgetary analysis and staff supervision and leadership. **LIHTC and Affordable Housing experience required.**

Requirements of the Position:

- Executive level skill related to managing, controlling, and operating a portfolio of investment properties
- Proven experience in property management
- Demonstrated leadership skills with the ability to collaborate across teams and departments
- Expertise in administration, budgeting, and asset management
- Demonstrated knowledge with respect to affordable housing programs, LIHTC, federally assisted, and all State and local housing regulations as well as commercial properties
- Strong analytical and problem-solving skills and work ethic,
- Time management skills and ability to prioritize a must.
- Excellent verbal, written and interpersonal communication skills including a professional and positive communication style.
- Strong initiative, innovation and entrepreneurial spirit
- Travel required

The Peabody Companies is an Equal Opportunity Employer. We are committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability or national origin. Information contained herein subject to change without notice.

Education and Experience:

Requires Bachelor's Degree with a minimum of 10 years related property management and supervisory experience. Also, extensive knowledge of Onsite, proficiency with MS Office.

Compensation and Benefits:

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), STD, life insurance, Employee Assistance Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

EEO Statement:

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Talent Acquisition Manager and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

Does this sound like something you would like to do? [Click Here to Apply](#)