



Regional Supervisor, Chicago, IL

At Full Circle Communities, Inc., our mission is to expand access to quality affordable housing through preservation and development, thoughtful design, and the provision of significant and targeted services to our residents. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

An entrepreneurial non-profit, we look for committed and enthusiastic individuals who are energized by the challenges of creating and operating service-rich affordable housing, and we invest in our team members' growth as we expect them to do in ours.

Job Description:

Full Circle is seeking a Regional Supervisor to oversee a diverse portfolio of affordable housing communities. Specific duties of the Regional Supervisor include:

- Oversight of all operations for up to eight communities
- Responsible for identifying, hiring, training, mentoring, disciplining and terminating site staff
- Oversee annual budgeting process with site staff, and monitoring of financial performance
- Plan and oversee capital expenditures, including customary and emergency repairs
- Ensure strict adherence to compliance requirements under HUD, Section 42, HOME and other financing programs
- Provide top-notch customer service, and ensure that same is provided by all site staff
- Oversee all aspects of marketing to minimize economic vacancy
- Positively present Full Circle's brand to the public

Qualifications and Skills:

The ideal team member is committed to their staff, shows strong attention to detail, and will bring creativity, flexibility and energy to their activities. They will display professional written and verbal communication skills and will thrive in diverse settings. A minimum of three year's progressive property management supervision experience is required, Illinois Brokers license, affordable housing compliance and Yardi software experience strongly preferred.

Compensation:

Compensation is competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance. Full Circle is an equal opportunity employer.

Full Circle Communities, Inc. currently has ownership/affiliated interests in and manages roughly 1,000 apartment units in Illinois, Iowa, Michigan and Florida. We are located in Chicago, Illinois, near UIC. Our corporate office functions in a relaxed, business casual environment.

If you want to work with a like-minded team, please send your resume, cover letter and salary requirements to hrjobs@fccommunities.org with the title/heading "Regional Supervisor"

