



### **Regional Supervisor, Chicago, IL**

Full Circle Communities, Inc., is a mission-driven non-profit developer and manager of affordable housing. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

We look for committed and enthusiastic individuals who are energized by our mission and the challenges of creating and operating service-rich affordable housing. We invest in our team members' growth as we expect them to invest in the growth of the organization.

We are currently working on several exciting developments including two mixed-income developments in Chicago's Jefferson Park neighborhood, a historic adaptive reuse of a former orphanage in Elgin, IL for families and persons with disabilities, a major rehab of a portfolio of family housing in Kalamazoo, MI, and several cutting edge permanent supportive housing developments in Detroit, MI. See our website at <http://www.fccommunities.org/> for more information.

#### **Job Description:**

Full Circle is seeking a Regional Supervisor to oversee a diverse portfolio of affordable housing communities. The position reports to the Vice President of Property Management. Specific duties of the Regional Supervisor include:

- Oversight of all operations for up to six 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
- Working with our services team, ensure that resident services are appropriate and well-coordinated with property management
- 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 & Benefits:**

The salary range for this position is \$80,000-\$95,000. Compensation and benefits are competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance. Relocation assistance may be available for qualified candidates.



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

Employees are encouraged to explore their interests and define their own growth, and Full Circle is a committed partner in their career development.

Full Circle is proud to be an equal opportunity employer, and while we have a set of preferred qualifications listed, if you have other experience that you think is related, please apply.

If you want to work with a like-minded team, please send your resume, cover letter, and salary requirements to [fccjobs24@fccommunities.org](mailto:fccjobs24@fccommunities.org) with the title/heading "Regional Supervisor."