COMMERCIAL PORTFOLIO MANAGER

Full-time

The Housing Authority of the City and County of Denver (DHA) seeks an experienced and highly motivated professional to manage the building operations for our commercial portfolio.

The Position

The Commercial Portfolio Manager is involved in all aspects of day-to-day operations of the Housing Authority of the City and County of Denver’s (“DHA”) commercial property portfolio, including, but not limited to, marketing, commercial leasing, commercial lease enforcement, commercial lease renewals, financials, tenant relations, maintenance and repair, security, janitorial services, landscaping and snow removal. This position is responsible for procurement tasks related to the buying of materials and services in accordance with DHA’s Procurement Policy and Federal and State regulations.

Benefit Information

- Sick leave is accrued at 6 hours per month.
- Annual leave (vacation) for new employees is accrued at 8 hours per month.
- 11 paid holidays per year with an optional paid day off.
- Health insurance and 125 Plan.
- Group life insurance, pension plan (equal to 10% of the annual salary), short term and long term disability insurance and uniforms are paid by DHA.
- Dental plan, vision insurance, critical illness insurance, accident insurance, 457 pension plan and the ROTH IRA are employee paid options.
- Performance based merit increases and annual adjustments are given depending upon current policy.

Minimum Qualifications at the Time of Application

- Bachelor degree in business, public administration, management or related field.
- Valid Colorado driver license and good driving record must be maintained in accordance with personnel policy.
- Minimum of five (5) years of professional experience managing commercial office and/or retail properties.
- Must have commercial real estate license.
- LEED certification preferred.
- A combination of appropriate education and experience may be substituted for the minimum experience requirements.

Starting Salary

$67,665.82/year

How to Apply

You may apply for this position in one of the following ways:

- in person between 8:00 a.m. and 4:00 p.m. at 1035 Osage Street 9th Floor or
- by faxing your application and/or resume to (720) 932-3005 or
- by emailing your application and/or resume to hr@denverhousing.org or
- by mailing it to the address at the top of the page.

The application form as well as more information about DHA can be found on our website: www.denverhousing.org.

DHA is an equal opportunity employer.

Recruitment will remain open until filled.