



JOB TITLE: LIHTC Leasing Manager
SCOPE: Full Time/Non-Exempt
SUPERVISION: Property Manager

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health, and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

DOORWAYS is seeking an experienced, detail-oriented, and mission-driven LIHTC Leasing Manager who is committed to delivering quality housing within a supportive services environment. The ideal candidate brings a strong working knowledge of LIHTC, HOME, NHTF, St. Louis Affordable Housing Commission (AHC) and Section 811 affordable housing programs and demonstrates the ability to ensure regulatory compliance while maintaining positive resident relationships and strong property performance. The ideal candidate will be highly organized, capable of managing multiple priorities in a fast-paced environment, and comfortable navigating complex operational and compliance requirements. They will approach leasing with professionalism, accountability, and a collaborative mindset, recognizing the importance of housing stability for individuals and families, including residents with disabilities and those experiencing economic hardship. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

The LIHTC Leasing Manager is responsible for the daily operations, financial performance, and regulatory compliance of the assigned properties. The Leasing Manager ensures strict adherence to LIHTC, Section 811, NHTF and HOME requirements, maximizing occupancy while providing high-quality service to on-site residents.

- **Income Certification:** Perform complex income certifications, annual recertifications, and interim reviews for 89 housing units.



- **File Management:** Maintain audit-ready resident files, ensuring all documentation meets IRS, HUD, and state agency standards.
- **Compliance:** Ensure compliance with LIHTC, HOME, NHTF and HUD 811 guidelines.
- **Reporting:** Submit required tenant and property reports to regulatory agencies on time
- **Leasing:** Oversee the full leasing process to include screening applicants, collecting eligibility documentation and completing applications for housing units.
- **Waitlist:** Maintain the property waiting list, ensuring compliance with HUD 811 referral processes and Fair Housing standards.
- **Resident Relations:** Resolve resident complaints and conflicts promptly.
- **Rent Collection:** Monitor rent collections and enforce delinquency policies
- **Financial reconciliation:** Conduct monthly reconciliation of rent rolls/accounts receivable with finance team and Property Manager

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- Bachelor's degree in Business, Real Estate, or Social Services preferred.
- Ability to obtain and maintain the Certified Occupancy Specialist (COS) designation within 3 months of hire as a condition of continued employment.
- Ability to proficiently use property management software (e.g., OneSite, Yardi) or comparable systems to perform essential job functions.
- Minimum 3–5 years of residential/multifamily housing leasing experience, with demonstrated knowledge and specific experience in LIHTC and HUD affordable housing programs required.

SPECIFIC REQUIREMENTS

- Demonstrated ability to manage multiple projects and complex operational responsibilities in a fast-paced environment, with the ability to prioritize tasks and meet deadlines.
- Strong time management, follow-up, administrative, and organizational skills necessary to perform the essential functions of the position.

PHYSICAL REQUIREMENTS

- Ability to perform computer-based work for extended periods of time, including reading and entering information, with or without reasonable accommodation.

WORKING CONDITIONS

- Works in a climate-controlled and well-lighted environment with a smoke-free policy.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of LIHTC Leasing Manager and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

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