



**Position:** Real Estate Portfolio Manager  
**Organization:** SBP - New Orleans  
**Reports to:** Executive Director - New Orleans

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### About SBP

SBP is an award-winning, nonprofit rebuilding organization whose mission is to shrink the time between disaster and full recovery. Since its founding in 2006, in response to Hurricane Katrina, SBP has rebuilt homes for more than 1,100 families with the help of 100,000+ volunteers in New Orleans, South Carolina, Texas, Missouri, New York and New Jersey.

### Overview

Manage all aspects of SBP's Opportunity Housing Program which offers a portfolio of residential properties that are for sale, for rent, and lease to own to qualified low to moderate income buyers and tenants.

### Responsibilities

#### Client Services

- Help prospective buyers and renters complete the application process to buy or lease a home from SBP. Provide referrals and other support as needed.
- Assist clients in navigating subsidies that are available.
- Foster a client-centered environment that ensures requests are handled in a timely and professional manner.

#### Marketing Properties and Programs

- Develop and implement marketing plan that will result in a vacancy rate of less than 10% for properties for rent or lease to own.
- Develop and implement marketing plan that will result in homes for sale being on the market for less than 30 days.

#### Property Sales and Management

- Plan and direct the purchase, sale and/or lease of all properties adhering to the requirements for each property and program.
- Negotiate and manage contracts for the purchase of properties and related closing activities.
- Negotiate the lease of properties including termination of such contracts. Collect rent and ensure taxes, insurance, and maintenance bills are paid and send delinquent notices and/or eviction notices when needed.

#### Financing

- Adhere to all program guidelines and contracts set forth by funding partners and investors including grants, loans and tax credits.
- Produce regular reports on the properties including occupancy rates, expiration dates of leases, total development costs, and other issues.
- Manage activities related to the pre development of future real estate projects including market studies, property values, taxes, zoning, population growth, transportation, and environmental reviews.

#### Management & Organizational Responsibilities

- Manage 1 - 2 full time AmeriCorps members who will assist in program implementation. Recruit, select, orient, train and provide ongoing support to these team members. Create culture of continual improvement with focus on providing excellent customer service.
- Display strong commitment to SBP's mission, values, and ethos of community service and continual improvement.
- Demonstrate leadership and accountability in interactions with team members and work collaboratively with other team members with the goal of creating a cohesive team.

### Qualifications

- At least 5 years experience in real estate and/or affordable housing development.
- Proven track record of effectively managing a real estate portfolio with properties for rent, for sale, and/or for lease.
- Real Estate license preferred.
- Clear communication skills and a strong sense of maturity, positivity, and professionalism

Salary is commensurate with experience. Company provides benefits package to include paid time off and health coverage.

To apply

Submit a tailored cover letter, resume, three professional references and salary history to [realestate@sbpusa.org](mailto:realestate@sbpusa.org). We will follow up with qualified candidates - please no calls or emails.

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*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*