



Position: Leasing Manager
Location: New Orleans, LA
Reports to: Director of Property Management

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About SBP

SBP, a leading social impact organization focused on disaster resilience and recovery, solves the challenges facing at-risk communities and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities, and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

- 1. SBP prepares** individuals, communities, and organizations to mitigate risk and speed recovery.
- 2. SBP shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
- 3. SBP builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Leasing Manager oversees the leasing staff and may interact directly with prospective and current residents to achieve maximum occupancy, acts as the Company's representative by conveying the benefits of the Communities, is responsible for the leasing process from introduction to the actual occupancy of the resident, and maintains communication throughout the tenancy of the resident.

Essential Duties and Responsibilities:

- Oversee the marketing and advertising of vacancies to attract potential residents
- Scout and identify prospective residents looking to lease a property
- Provide potential resident with a tour of property or home highlighting the valuable features of the building in order to convince customers and influence lease
- Run background checks on potential residents to evaluate their credit status and criminal records to determine if they are eligible to occupy an apartment
- Oversee the processing and approval of resident applications and lease documents Elaborate the terms of lease, rental rate and period of payment to resident
- Guide the activities and operations of a leasing team to ensure revenue goals are achieved
- Organize meetings during which leasing operations are discussed to identify solutions necessary for achieving occupancy targets
- Oversee the hiring and on-the-job training of leasing recruits to bring them up-to-speed on work activities
- Conduct survey of the property market to obtain information on competing lease rates and other trends that affect occupancy/rent
- Supervise campaign activities for the publicity of properties available for lease Ensure the proper documentation and storage of leasing files
- Develop and implement policies necessary for improving the

- profitability and efficiency of a leasing department
- Inspect leasing path and model at the beginning of each business day and prepare work orders if anything needs correcting
- First point of resident contact for work orders and resident issues

Qualifications:

- High School Graduate or General Education Degree (GED) for consideration. Associate's Degree or equivalent from 2-year college or Technical School preferred.
- Minimum 3 years' experience in residential management (5 years or more experience will be considered in lieu of education)
- Business and management principles involved in sales and customer service
- Knowledge of Property Management Software and Low Income Housing Tax Credit (LIHTC)
- Passion – Enjoys the work that they do and demonstrates a pleasant demeanor on the job and shows desire for success
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police and FBI.
- Valid Driver's license and reliable transportation
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

Salary Range: \$40,000K - \$43,000K

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. 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.