

PEARL RIVER VALLEY OPPORTUNITY, INC.

JOB ANNOUNCEMENT

Position: Property Management Director

Location: Columbia

Salary Range: \$50,000 - \$59,000 Annually

Work Hours: 8 hours/day

Work Year: 12 months/year

General Description of Position

The Property Management Director is responsible for overseeing the occupancy, compliance, and operational performance of all housing developments administered by PRVO. This position ensures compliance with all federal, state, local, and funding source regulations governing affordable housing programs, including tax credit and Section 8 requirements. The Director coordinates tenant selection, certification and recertification activities, property management functions, reporting requirements, and regulatory compliance for all developments.

The Property Management Director works closely with funding agencies, syndicators, property management staff, and tenants to maintain the financial and operational integrity of PRVO's housing portfolio.

Qualifications

Education

Bachelor's degree in Accounting, Business Administration, Finance, Public Administration, Housing Management, or a related field from an accredited college or university.

Experience

- Minimum of five (5) years of progressively responsible experience in affordable housing, property management, asset management, compliance administration, accounting, or a related field.
- Experience with Low-Income Housing Tax Credit (LIHTC), HUD, Section 8, Rural Development, or other affordable housing programs preferred.
- An equivalent combination of education, training, and experience may be considered.

Knowledge, Skills, and Abilities

- Knowledge of affordable housing regulations and compliance requirements.
- Understanding of LIHTC, HUD, Section 8, and other housing assistance programs.
- Strong analytical, organizational, and recordkeeping skills.
- Ability to interpret regulations and apply compliance standards accurately.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office applications and property management software.
- Ability to establish and maintain effective working relationships with tenants, staff, regulatory agencies, and community partners.
- Ability to manage multiple projects and deadlines while maintaining a high level of accuracy and confidentiality.

To Apply:

Applicants may submit application and resume to Pamela Everett, Personnel Director, by email at hr@prvoinc.org or by fax at 601-444-0377.

Applicants may also apply at the WIN Job Center.

Application Deadline: June 24, 2026

PRVO, Inc. does not discriminate on the grounds of race, religion, color, sex, familial status, age, national origin or handicap in any program or employment.