



## **JOB DESCRIPTION**

Director of Real Estate and Property Management  
June 2025

### **Overview:**

The Jackson Hole Community Housing Trust is looking for a Director of Real Estate and Property Management to oversee the homeowner, tenant and applicant program in a progressive and thoughtful way. The ideal candidate will have strong communication skills and an ability to pay close attention to detail. Real estate experience and/or experience with property management would be helpful but is not required.

Passion for the mission of the Community Housing Trust is essential. The successful applicant will be joining a creative, collaborative and hardworking team dedicated to the development of innovative housing solutions in our community.

### **Responsibilities include:**

- Foster strong, positive working relationships with homeowners, tenants and applicants through clear communication of organization's mission, policies, goals and objectives.
- Process applications and qualify applicants for affordable housing. Working knowledge of Salesforce would be helpful but is not required.
- Oversee management of 42 affordable rental units in two neighborhoods. This scope includes but is not limited to tenant selection and qualification, leasing, budget management and management of various subcontracts including the property manager; help with the development of annual operating budgets for each neighborhood.
- Facilitate home sales. This scope includes but is not limited to coordination among lenders, appraisers, escrow agents, staff, board, homebuyers and homeowners. The Director will facilitate home tours and inspections, prepare legal documents for closing and generally oversee every aspect of a home sale from applicant selection to handing over the keys.
- Provide support to Housing Trust HOA's to ensure physical assets are well maintained and adequately insured.
- Work closely with the organization's financial manager to ensure proper fiscal record keeping of homeowner and tenant programs.
- Distribute consistent, timely communication with homeowners, tenants and applicants.
- Conduct ongoing review of policies and programs to ensure long-term affordability.
- Investigate new programming opportunities as appropriate.



- Community outreach and education to ensure our essential workforce has access to affordable opportunities.

This is a full-time, salaried position. Compensation commensurate with experience.

Please send a cover letter and resume to [anne@housingtrustjh.org](mailto:anne@housingtrustjh.org).

We welcome your interest in this position, but please, no phone calls. Position vacant until filled.