

The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP is accepting applications for a Landlord Relationship Specialist who will be responsible for recruiting new landlords and maintaining strong relationships with existing landlords. The Landlord Relationship Specialist will report directly to the Inspections Supervisor. This is an exciting opportunity for a candidate to join one of the most innovative Housing Choice Voucher and housing mobility programs in the country.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work for the Landlord Relationship Specialist. This is not a complete listing of all responsibilities, duties, or skills required.

- Recruit new landlords and units into the Baltimore Housing Mobility Program
- Communicate with property owners and participants to help resolve landlord complaints
- Facilitate and conduct the rent increase process
- Conduct landlord briefings and participate in regional events to encourage landlord participation
- Prepare and update communications to landlords and participants
- Regularly updates internal tracking databases
- Coordinate unit referrals and leasing activities with internal customers
- Perform other duties as assigned.

General Requirements

- Honesty and integrity
- Strong work ethic
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new process with an ability to manage change
- Ability to work in a fast-paced, team environment
- Ability to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population
- Sense of humor
- Track record of reliable attendance and punctuality

Required Knowledge and Skills

- Ability to gain thorough knowledge of and to interpret and implement BRHP's policies and procedures
- Ability to act as a representative of BRHP to the public
- Excellent customer service and organizational skills
- Strong attention to detail
- Ability to perform the duties of the position with minimal direction through their own initiative
- Ability to work in a time-sensitive environment.
- Excellent work ethic and the ability to be at work on time and punctual.
- Ability to use the internet to research and obtain information related to available rental housing.
- Obtain Housing Choice Voucher Specialist within 120 days of employment
- Familiarity with Baltimore region rental housing market
- Excellent written and oral communication skills
- Ability to work with tracking spreadsheets and databases

Qualifications

- Bachelor's degree
- Three to five years of relevant experience
- Valid driver's license and automobile insurance

How to Apply

- Submit a cover letter and resume tailored to the Housing Inspector opportunity to resumes@brhp.org
- For more information about the organization, visit www.brhp.org
- Job Type: Full-time