



# United Housing Property Manager

## United Way Perth-Huron

Stratford, On

Permanent - Full-time (37.5 hours/week)

Salary range: 48,000 – 56,000

## About Us

At United Way Perth-Huron, we work to improve lives and build community by bringing people together and mobilizing collective action. We are committed to diversity, equity, and inclusion, and we strive to create a workplace where everyone feels valued and supported.

## About the Role

**Help create safe, welcoming, and well-managed homes and community spaces across Perth-Huron where people and organizations can thrive.**

United Housing, a subsidiary of United Way Perth-Huron, is seeking a collaborative and proactive Property Manager to oversee our growing portfolio of residential and commercial properties located throughout Perth and Huron Counties. The portfolio includes affordable housing, commercial tenants, and leased properties across Stratford, Exeter, Listowel and surrounding communities.

This is more than a traditional property management role. We're looking for someone who enjoys balancing operational excellence with leadership, someone who can build strong tenant relationships, coordinate contractors, plan capital improvements, and continually improve the systems and processes that keep our properties running smoothly.

The role requires regular travel between properties throughout Perth-Huron to build relationships with tenants, monitor property conditions, coordinate contractors, and support ongoing operations.

The successful candidate understands that effective property management isn't about doing everything yourself; it's about prioritizing, coordinating, solving problems, and ensuring the right work gets done by the right people.

## What You'll Do

You'll provide overall leadership for the day-to-day management of our property portfolio by:

- Leading the overall operation of United Way Perth-Huron and United Housing's portfolio of residential and commercial properties across Perth-Huron, including oversight of leased facilities, tenant relationships, and property service contracts.
- Building positive relationships with tenants and serving as the primary point of contact for leasing, renewals, concerns, and conflict resolution
- Administering leases, tenancy agreements, service contracts, renewals, and property-related documentation while ensuring legislative and organizational compliance.
- Coordinating maintenance, repairs, inspections, and contracted services across multiple properties while ensuring work is completed safely, efficiently, and to a high standard.
- Planning and overseeing capital improvement projects and contributing to long-term asset management planning
- Developing and improving property management policies, procedures, and systems
- Managing property-related budgets, invoicing, rent collection, and financial administration
- Supporting health and safety requirements across the portfolio
- Working collaboratively with contractors, community partners, vendors, and internal staff
- Identifying opportunities to expand United Housing's third-party property management services

## Who You Are

You're someone who naturally steps back to look at the bigger picture while ensuring the details don't get missed. You enjoy solving problems, coordinating people, improving processes, and building strong relationships.

You know that successful property management means balancing competing priorities while keeping tenants, contractors, and organizational goals moving forward.

You bring:

- 3-5 years of progressive property management experience
- Experience coordinating contractors and multiple service providers
- Strong organizational and project management skills
- Excellent communication and relationship-building abilities
- Sound financial and administrative skills
- Confidence making decisions independently while collaborating with others
- Strong proficiency with Microsoft Office 365
- Knowledge of property maintenance, building operations, and health and safety requirements
- A valid Ontario driver's licence and access to reliable transportation to travel regularly between properties throughout Perth and Huron Counties.
- Experience working within the non-profit sector or with community organizations is considered an asset.

## We're especially interested in candidates who:

- Lead through planning, coordination, and accountability rather than trying to personally solve every problem
- Can prioritize strategically when multiple issues arise at once
- Enjoy improving processes and creating systems that make work more efficient
- Build strong relationships while confidently addressing difficult conversations with tenants, contractors, and partners
- Are comfortable balancing operational details with longer-term planning

## Why Join Us

- Be part of meaningful, community-driven work
- Collaborate with a passionate and supportive team
- Contribute to initiatives that directly impact your local community
- Work in an organization committed to learning, inclusion, and continuous improvement

## Application Details

Please submit your cover letter and resume by **August 2, 2026**

**Email:** [phillis@perthhuron.unitedway.ca](mailto:phillis@perthhuron.unitedway.ca)

**Mail:**

Attention: Pam Hillis, HR Lead

United Way Perth-Huron

32 Erie Street

Stratford, ON N5A 2M4

No AI is currently used in our recruitment process

If you require accommodation at any stage of the hiring process, please let us know.

United Way Perth-Huron recognizes that the diversity among residents of Perth and Huron counties adds richness and benefits that strengthen our community. We're committed to providing a healthy, safe and inclusive place where respect and diversity are recognized assets. We welcome application from women, visible minorities, Indigenous People, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.

