



Open Position until filled: Occupancy Manager

July 15, 2025

Dunn Housing Authority is accepting applications to fill the position of **Occupancy Manager**. This position is responsible for overseeing daily operations of residential properties that receive assistance through the U.S. Dept. of Housing and Urban Development (HUD). The person in this role ensures compliance with HUD regulations, fair housing laws and local housing codes.

Essential Duties

The key duties will include tenant relations, rent collection, lease enforcement, maintenance coordination, property inspections, and detailed reporting to regulatory agencies. The Occupancy Manager also handles the annual and interim recertification process for tenants and maintains accurate documentation to support subsidy eligibility and program compliance. The person in this position must be able to communicate in oral and written form. This person must also have knowledge of modern office practices and procedures including tact and excellent customer service skills.

Desirable Training and Experience

Associate Degree in Business or Public Administration or Social Sciences and at least three (3) years of progressively responsible experience in management or in an administrative capacity in property management or assisted housing; equivalent combination of education and experience.

The hiring salary range for this position is \$47,240 - \$51,412 in addition to an excellent benefits package. For questions, please contact Felicia Chester by phone at 910-892-5076.

Email a cover letter with a resume and three (3) professional references to:
fchester@dunnhousing.com with Occupancy Manager in the subject line.

A valid driver's license is required. DHA requires all applicants to have a drug screening and background check on file before starting employment.

Dunn Housing Authority is an Equal Opportunity Employer