



## Senior Property Manager Job Description

Exciting and challenging lease-up opportunity in Newburgh, NY for a detail oriented senior level property manager interested in developing a great career with the potential of growing into a regional manager position. The selected candidate will be joining a results oriented team of dynamic visionaries who think outside the box to come up with extraordinary results. The first challenge will be to start and develop the management and leasing operations of a brand new 260 unit apartment community situated on 50 acres of land in the final stages of construction. The selected candidate will hire a team to support this project and will be responsible for leading and directing the entire management, leasing, and eventually the maintenance operations taking guidance and direction from the Vice President of Operations. This is a tremendous “build from the ground up” opportunity for a loyal team player with in depth knowledge of the Newburgh, NY, Orange County, and Hudson Valley areas. Hired candidate will have a minimum of 5 years property management experience, proven leadership skills, a high level of energy and excitement, a successful sales background, a history of working well both independently and as a team, and superior professional references from employers within the industry. Candidate must perform well under pressure, maintain a positive attitude at all times, have the ability to create and have fun while accomplishing the goals of the team, have the desire and ability to motivate self and a team of professionals and grow them into leaders, have strong oral and written communication skills, and have years of experience in providing exceptional customer service.

### Position Title

- Senior Property Manager

### Compensation

- Salary commensurate with experience and industry standards/guidelines in accordance with position title
- Quarterly bonus program designed to reward exemplary performance when goals are achieved
- Standard Company offered benefits

### Relationships

- Reports to Vice President of Operations
- Leads/supervises all on site personnel
- Establishes and maintains relationships with colleagues in other departments within the Company
- Develops and maintains relationships with suppliers, vendors, contractors, and all others serving the community and Company
- Maintains a positive relationship with local officials

### Qualifications

- Bachelors degree required
- Minimum of 5 years conventional/market rate property management on site experience, preferably starting as a leasing or marketing specialist with promotions to management positions
- Minimum 3 years conventional/market rate property manager experience managing a minimum of 300 apartments and preferably managing a multi-site portfolio consisting of at least 500 apartments
- Management experience must include the management of a team of employees consisting of assistant managers, leasing and marketing specialists, and maintenance personnel
- Management experience must have been with a professional property management company respected as such in the industry

- A professional designation of Certified Property Manager (CPM), Registered Apartment Manager (RAM), Accredited Residential Manager (ARM) or similar industry designation is desirable
- Fair Housing Certificate and awareness of fair housing laws mandatory
- Awareness of local laws
- State of NY real estate license preferred, experience selling residential properties is not required

### **Characteristics**

- A dynamic leader with strong supervisory skills/personnel management
- Effective communicator, trainer and motivator
- Self-motivated and independent thinker while maintaining strong and loyal team relationships
- Strong business, marketing, and property management sense
- Ability to process problems and recommend sound solutions to such problems
- Calm and intelligent crisis manager with developed conflict management skills
- Flexibility is essential
- Financial and asset manager
- Ability to follow and enforce policies and procedures
- Energetic and fun to work with
- Ability to travel periodically
- Must pass a credit report, a criminal background check, and a drug test

### **Technology**

- Experience with Yardi Property and Asset Management software preferred
- Proficient in Microsoft Word, Excel, and Publisher
- Additional computer experience a plus

### **Duties & Responsibilities (not intended to be an all inclusive list but rather a fair and reasonable example)**

#### **Marketing & Leasing**

- Set up leasing office
- Create a model apartment
- Establish lease-up goals in accordance with owners requirements
- Ensure grounds are policed daily to ensure a superior curb appeal
- Ensure that all show units are inspected daily
- Establish resident screening guidelines and ensure compliance with such from all applicants
- Work with supervisor to create all necessary paperwork to commence the leasing process
- Work with marketing team to create marketing collateral and community website
- Manage social networking websites
- Identify appropriate advertising resources and secure contracts for the same
- Create and implement a marketing plan, review the plan for relevance regularly, change plan as soon as it becomes necessary
- Create a preferred employer program
- Complete monthly marketing survey
- Ensure compliance with all fair housing laws when conducting leasing transactions
- Review and approve all applicant files prior to move in for compliance with policies
- Create lease renewal policy and enforce
- Create effective resident retention programs
- Establish community outreach program
- Monitor resident turnover

#### **Personnel**

- Responsible for employee selection (management positions must be referred to supervisor for selection approval), employee training, employee evaluations, employee termination, and implementation of all other

employment decisions for employees with a direct report in accordance with human resource policies and procedures and guidance from supervisor all in accordance with the law

- Lead and supervise a team consisting of an assistant manager, leasing/marketing personnel, and maintenance personnel
- Approves and submits weekly time sheets inclusive of overtime logs
- Motivate team
- Manage contractors that have been engaged for services
- Ensures observance of safety regulations

#### **Financial**

- Charge and collect rents and other fees in accordance with lease agreements
- Follow procedures outlined in lease agreement for late rent collections and work with landlord and tenant attorney to process evictions timely
- Recommends changes to rents and fees in accordance with market changes
- Review and analyze monthly financial statements
- Purchase in accordance with budgetary guidelines with approval for exceptions made by supervisor
- Assist in the preparation and development of annual property management operating budget
- Review and approve all property purchases recommended by team members
- Examine all contracts for goods and services. Authorize contracts in accordance with Company policies and procedures and in accordance with budgetary guidelines
- Review capital expenditure needs and bring to the attention of supervisor for additional direction

#### **Safety**

- Participate in and engage team in Company safety program
- Ensure compliance with all safety rules and regulations