

CVG Properties—Community Manager

General Summary

- Responsible for maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the Company's mission, vision, and objectives.
- Responsible for training and development of all personnel assigned, either directly or through others.
- Responsible for making sure property and staff comply with all Federal, State and Local laws including but not limited to fair housing and ADA requirements.
- Responsible for directing and providing great customer service to all prospects and residents. Building and maintaining a strong rapport with the community residents as well as the building managers/businesses within the submarket.

Relationships

- Reports to Regional Portfolio Director.
- Supervises all on-site personnel at properties assigned.
- Maintains relationships with peers and all other departments within the company.
- Maintains relationships with suppliers, vendors, and others serving the Company or the property.

Activities

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position.

- Maintaining the physical asset—
 - Supervises employees and contractors.
 - Assures adherence to specifications (contractual; operations manual).
 - Conducts formal site inspections of building interior and exterior.
 - Makes recommendations for physical repairs and/or replacements.
 - Ensures observance of safety regulations.
- Marketing and leasing—
 - Supervises leasing personnel.
 - Regularly evaluates market conditions and property comparables.
 - Implements marketing plan.
 - Periodically reviews rental applications and lease forms for accuracy and compliance with established policies and procedures.
- Makes recommendations to improve marketing and leasing programs. Rent management—
 - Supervises rent collection in accordance with policies and procedures manual.
 - Approves and monitors rental rate recommendations for new leases and renewals based on current market information.
- Financial reporting and control—
 - Reviews and helps develop annual property management plan and operating budget.
 - Reviews all monthly financial reports.
 - Approves payments (payroll, invoices).
 - Approves expenditures in accordance with Company policy and procedures.
- Administration—
 - Involved in employee selection, training, and control, and assures that all supervised employees comply with the appropriate policies and procedures.
 - Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters, as appropriate.
 - Ensures property files and records are maintained.
 - Continually improves management and technical skills.

- Spends agreed-upon percentage of time on obtaining market knowledge, community relations, and asset evaluation.

Physical requirements: Must be able to perform the physical functions of the position, which may include, but are not limited to: ability to walk property, including 4 flights of stairs, to complete physical inspections, deliver resident communications, and show apartments. Be able to effectively communicate with residents, staff, supervisors, vendors, etc. Must be able to lift a minimum of 60 lbs. to facilitate vacuuming, moving office furniture & lifting of supplies as needed.

Minimum Knowledge, Skills and Ability Required:

- High School Diploma, G.E.D. or additional equivalent work experience.
- Real estate license (if applicable).
- Strong leadership and motivational abilities.
- Exceptional communication skills and ability to interact with wide range of people.
- Attentive to detail.