St.Nicks Alliance
Where Opportunity Grows

Area Property Manager

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time area property manager** for our JOE Central Brooklyn cluster location in Brownsville/ East New York, Brooklyn.

What you'll do:

As the area property manager, you will manage the scatter site cluster of properties in Brownsville and East New York, which are owned and managed by St. Nicks Alliance.

The area property manager is responsible for the economic strength and sustainability of assigned assets under the supervision of the assistant director for Property Operations. The position is responsible for the day-to-day operations; performing within budget, purchasing, tenant relations, maintenance, internal and external reporting, curb appeal, physical condition, and compliance with all programs & miscellaneous compliance. This role will also advocate on legal proceedings as needed. The area property manager must be able to lift and carry up to 20 lbs. and walk up and down at least 4 flights of stairs.

<u>Maintenance</u>

1. Coordinate and monitor with building superintendent and maintenance staff, oversee all maintenance activities, including inspections, cleaning, compliance with all local building laws, oversee timely unit turnovers, and tour applicants & tenants
2. Inspect, jointly with building superintendents and maintenance supervisor, all units upon vacancy to determine the scope of work required to make-ready for re-occupancy
3. Schedule regular property inspections and address maintenance requests promptly
4. Is responsible for supervising, delegating, and evaluating staff performance, quality & quantity of work, and skill development
5. Coordinate property coverage when employees are off, on vacation; monitor absentee, tardiness and unapproved time-off
6. Identify Capital Expenditure Projects and work with accounting department on budget for identified projects
7. Prepare purchase orders for contracts and vendor services
8. Is responsible for the monthly ordering of janitorial supplies for properties
9. Maintain inventory of supplies and equipment for all buildings
10. Implement and maintain preventive maintenance schedules for all properties
11. Ensure compliance with all applicable local laws
12. Address any violations buildings may incur; submit certifications to City Agencies

<u>Financial Management</u>

1. Works in conjunction with the assistant director for Property Operations to prepare the proposed annual budget, gather all necessary bids and photos for capital improvements
2. Responsible for managing the property budget and implementing cost control measures to guard against overspending
3. Approves routine expenditure and ensures the work is completed accordingly
4. Interface with vendors for accurate and complete invoicing
5. Coordinate service contracts with the objective of finalizing the best price for service
6. Collect rent, manage operating budgets, and track expenses

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Tenant Relations

1. Provide orientations to all new tenants on St. Nicks Alliance policy & procedures, liability, and compliance
2. Serve as the first point of contact for any tenant-related concerns
3. Address situations where there are significant or persistent violations of the lease and/or house rules
4. Present recommendations to the assistant director of Property Operations regarding commencement of legal action in cases of significant or persistent violations of the lease and/or house rules
5. Take action regarding tenant grievances or refer the matter to the assistant director of Property Operations if necessary
6. Represent the organization in Landlord & Tenant Court when necessary
7. Coordinate preparation of the Annual Tenant Relations Plan

What we are looking for:

- College Degree preferred; property management certifications considered.
- At minimum three years of supervisor experience
- At minimum five years of overseeing property management and maintenance of multifamily buildings
- Knowledge of NYC building code compliance, violations clearance, and certifications
- Experience with Real Page property management software.
- Excellent oral & written communication skills, computer expertise (Word, Excel, One-Site).
- Ability to work on several projects simultaneously and independently
- Bilingual is a plus

What's in it for you:

- compensation range: $85,000–90,000 *(The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.)*
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Applicants should send a resume with a cover letter indicating salary requirements with the subject line “Attention: Area Property Manager Search” to **cmorrison@stnicksalliance.org** and **housingjobs@stnicksalliance.org.**

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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