

## THE VAN WERT COUNTY FOUNDATION

### Property Manager Job Description

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The Property Manager will coordinate property management efforts for all Foundation properties. This will be a full-time exempt position with flexible hours and the ability to work at a remote location as needed and scheduled. Position Reports to Executive Secretary.

#### RESPONSIBILITIES

1. Embody the Vision, Mission, and Values of The Foundation.
2. Inspect and investigate all facilities regularly.
3. Arrange and supervise regular cleaning, maintenance, and repairs of properties and systems in a timely and efficient manner to meet high standards.
4. Establish precautionary policies and procedures, appropriately secure properties, and respond to emergencies.
5. Oversee capital improvement projects under the supervision of the Executive Secretary.
6. Develop and maintain positive, productive relationships with current and prospective tenants.
7. Recruit and attract new tenants and end-users.
8. Show properties and orient tenants/patrons to the property explaining advantages of location and services.
9. Interview, qualify, and place tenants by processing and following up on applications, performing the appropriate tenant screenings such as credit checks and criminal background checks.
10. Negotiate leases by calculating overhead costs, profit goals, optimum capacity, and other factors.
11. Process revenues and expenses, enforce policies and procedures, and resolve tenant/patron concerns.
12. Handle tenant move-outs and evictions.
13. Keep and prepare records, reports, forecasts, budgets, and analyze variances and initiate corrective action.
14. Ensure compliance with relevant laws and regulations.
15. Maintain an attitude of continuous improvement by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

#### POSITION REQUIREMENTS

1. Positive, self-motivated, team-oriented, resilient, and adaptive to change.
2. Attentive to detail and creative problem solver.
3. Ability to prioritize tasks and maintain strong organizational skills.
4. Maintains excellent communication skills.
5. Holds In-depth knowledge of marketing, market analysis, sales activity, and customer service principles.
6. Ability to create and navigate appropriate financial reporting, analysis, and interpretation of data.
7. Proficient with the technology necessary to complete prescribed tasks.
8. Knowledge of relevant local, state, and federal legislation and regulations
9. Valid Real Estate agent/broker license and/or degree in a related field preferred but not required.

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Employee Signature

Date