



Job Title:	Community Manager		Job Level:	Property
Reports To:	Regional Asset Manager			
EEOC:	Professional	Salary Range:	FLSA:	Exempt

Job Responsibilities:

- Developing the annual business plan for the assigned properties by establishing the annual operating and capital budgets and formulating strategies that drive operational and financial performance of the portfolio.
- Review, monitor, and report on the property’s performance against budget and investment pro forma by analyzing monthly operating and income statements, clarifying variances, managing and monitoring cash flow, reviewing/approving monthly property reports.
- Manage and closely interact with the on-site team members to monitor the daily operation of the property by conducting routine site visits and inspections, reviewing weekly leasing, occupancy, and revenue reports, addressing policies, procedures, and compliance issues, and developing strategies and programs that maximize the performance of the portfolio.
- Gather, compile, and analyze market, economic, and capital trends and factors impacting the performance of the property, prepare and deliver presentations and updates to corporate.
- Work with corporate to plan for rehab and other capital improvements, and review and monitor progress on existing projects to ensure minimal disruption of operations.
- Lead and execute the implementation of revenue-enhancing and expense containment programs and initiatives at the property level, monitor resident turnover and satisfaction indicators, and identify and act on opportunities to drive operational excellence in the operation of the community.

Organizational Responsibilities:

- Practice proper safety techniques by immediately reporting any mechanical or electrical equipment malfunctions, employee/visitor/resident injuries or accidents, or other safety issues to appropriate individual(s).
- Identify opportunities and areas for improvement, and offers suggestions and/or implement procedures, processes, or tools that improve efficiency and productivity.
- Keeps abreast of current changes in technology, processes, and standards within the industry and area(s) of responsibility by researching and/or subscribing to the internet or other professional publications, and utilizing other appropriate method(s) to obtain business and professional information, and applying knowledge and practices to area(s) of responsibility.

Working Conditions:

- Employee will work in an office environment, but will routinely conduct a physical inspection of both the interior and exterior of the property.

Physical Demands:

- Employee must be able to view computer screens and other electronic equipment, paper reports, and journals for extended periods of time where visual strain may result.
- Employee must be able to push, pull, lift, carry, or maneuver weights of up to ten (10) pounds independently and twenty-five (25) pounds with assistance.
- Occasional travel may be required to participate in business meetings.

Knowledge, Skills, Abilities:

Demonstrated ability to read, write, and communicate effectively to prepare and explain financial data to corporate.

- Demonstrate proficiency in word processing, spreadsheet, database management, and property management (e.g. Yardi, One Site) programs in order to complete required reports.
- Excellent interpersonal communication skills in order to present compelling and persuasive presentations, and effectively manage relationships with Property Staff, corporate and community leaders.
- Demonstrate mathematical skills necessary to add, subtract, multiply, and divide numbers, decimals, and fractions, and calculate percentages in order to complete financial records, budgets, and other fiscal reporting information.
- Strong background and comprehension of the real estate industry and, in particular, property management, with a solid understanding of property-level operations, marketing, and asset management
- Employment history that demonstrates the application and usage of an operational and financial background sufficient to analyze financial data and prepare financial reports in accordance with accounting, finance, budgeting, and cost control principles.
- College degree in real estate, finance, or business is preferred.

Experience Required:

- Property and Regional Management experience
- Organizational, analytical and time management skills
- Self-motivated with the ability to work independently with a team player attitude
- Excellent communication and interpersonal skills
- Creative thinking to overcome difficult issues

Computer Skills:

- Good working knowledge of Excel and Word

Acknowledgement:

I have received and read a copy of this job description. By my signature below, I understand and can perform all the key job responsibilities described herein, with or without reasonable accommodation.

Signature

Date