



Property Manager Position Description

The Opportunity

Do you desire to build meaningful relationships? Are you longing to have a job where you are challenged, invested in, and cared for? Do you want to help take a non-profit property management organization to the next level?

Grove Park Renewal (GPR) seeks a qualified candidate to lead all property management for the organization. The Property Manager oversees all aspects of property management for GPR. The general responsibilities include leasing, maintenance/landscaping, program management, resident relations, and policy enforcement.

Organization Background

As a non-profit organization, Grove Park Renewal (GPR) provides holistic solutions to poverty alleviation in the Grove Park community, located two miles west of Downtown Atlanta. The comprehensive program creates a connection between attainable affordable housing and social/relational capital development. These efforts provide residents the opportunity to develop their own physical stability and margin and thereby improve their physical, emotional, mental, spiritual, and relational health.

GPR manages 75 housing units across the Westside as well as a 10,000 square feet office building with plans to develop an additional 40 housing units over the next 18 months.

Position Description

GPR seeks an organized, personable property manager to lead all aspects of the property management program. Position responsibilities include, but are not limited to:

Administrative:

- Build a culture of care and accountability with residents, staff, and contractors
- Manage the property management budget including accounts payable, accounts receivable, credit cards, and budgets
- Monitor team performance and effectively report to the Executive Director
- Help develop and embrace organizational strategic goals
- Assist with the establishment of the property management team including hiring, training, and evaluating performance



Program Admissions/Leasing

- Generate and collect leads via marketing materials
- Create and enforce program admissions policies
- Manage the program wait list
- Facilitate in-person program qualification events
- Coordinate with fellow staff program application process including application materials, interviews, and final decisions
- Ensure all income verification is completed and accurate
- Initiate and facilitate program recertification for each household every six months

Maintenance/Landscaping

- Review and triage all maintenance requests in a timely manner
- Coordinate with maintenance technicians and contractors to ensure work orders are completed within 48 hours.
- Coordinate with landscaping crews/contractors to ensure properties are well maintained
- Implement and manage quarterly maintenance inspections of all housing units
- Create weekly maintenance reports that demonstrate quality control and resident satisfaction

Program Payment Management

- Facilitate the collection of all program fees
- Communicate effectively with residents on-time payment of fees
- Create weekly program fee collection reports

Resident Relations/Policy Enforcement

- Engage with residents regarding property management issues
- Facilitate connections between community engagement staff and residents as needed
- Build relationships of care and trust with residents while maintaining organizational policies and integrity

Work Hours/Compensation:

- Salaried, full-time position.
- The position requires 40-50 hours of work per week and may include nights or weekends as needed
- Salary commensurate with experience. Salary Range: \$50,000-65,000



- Benefits include health insurance (eye/dental add-ons available), life insurance, long-term disability insurance, and mental health services compensation

Qualifications

- Ability to create a culture of care for all stakeholders
- Cultural understanding and awareness of the Westside of Atlanta
- Bachelor's degree and a minimum of two years related work experience
- Ideal candidate will possess property management experience
- Proven capacity of developing and leading a team of people
- Reliable personal vehicle, maintain auto insurance, and have a valid driver's license
- Submit to background check and/or drug test (required)
- Excellent verbal and written communication skills
- Knowledge of property management software/systems (i.e. Appfolio) preferred
- Knowledge of Quickbooks accounting software preferred
- General knowledge of Microsoft Suite and cloud storage systems preferred
- High capacity for organization and coordination amongst very diverse stakeholders

To Apply

Please submit the following via email to Justin Bleeker (jb@groveparkrenewal.org)

- Cover Letter
- Resume
- Exemplary work related to property management abilities (writing sample, video, spreadsheet, etc)

Timeline

This position will remain open until filled. Ideal candidate will be hired by September 1, 2022.