



# Neighborhood Development Center

BUILDING NEIGHBORHOOD ECONOMIES FROM WITHIN

**Position Title:** Property Manager

**Department:** Real Estate

**Reports to:** Real Estate Asset Manager

**Location:** 625 University Ave, Minneapolis, MN

**Salary:** \$60 - \$75,000 annual plus excellent benefits

**Closing Date:** 11/0/2022

**Job Type:** Full time, M-F (emergency on call as needed)

Neighborhood Development Center (NDC) is a non-profit, community development financial institution providing integrated business services so that entrepreneurs can start and grow businesses that enrich their economic and social fabric and revitalize neighborhood economies. NDC is a thriving organization with 32 employees and an ever-expanding mission to provide more services in more neighborhoods.

The Property Manager ensures well-managed, maintained, and fully leased property. Provides outstanding service to all tenants, and plays a key role in maximizing the revenue and profit. Work could include additional duties or projects as assigned by Neighborhood Development Center (NDC) leadership.

## **ESSENTIAL FUNCTIONS**

### ***Commercial Property Management***

1. Provides positive leadership and direction to building staff and vendors to ensure delivery of quality products and service.
2. Maintains a positive image in performing daily work both internally and externally.
3. Builds and maintains strong tenant relationships.
4. Interacts with all levels of management, office staff and field personnel, as well as vendors and contractor in a courteous and professional manner.
5. Maintains established programs of safety and security for building occupants and property.
6. Available for on-call emergencies during nights, weekends, and holidays to ensure property management needs are responded to in a timely manner.
7. Ensures compliance with codes, regulations, and governmental agency directives, including environmental compliance.
8. Collaborates with other NDC departments which include the NDC Loan Department, NDC Biz Lab, NDC Accounting & NDC Training.

### ***Financial and administrative***

1. Partners with the NDC Accounting team in the preparation, and presentation of the annual operating budget.
2. Maintain and update the Commercial Property Management database and manage all tenant billings and collections
3. Works with supervisor to implement business plan strategies.
4. Works with Senior Real Estate Asset Manager on drafting and review of leases and lease amendments.
5. Prepares & reviews property updates for monthly board presentations.

### ***Vendor Relationships/Operations***

Works with the Real Estate Asset Manager for selection and final award of contract services, vendor negotiation of service agreements and the overall monitoring of vendor performance to assure full compliance with standards established with the service agreement.

### ***Experience and Skills***

1. Must have 3+ years of commercial property management experience ideally focused in retail commercial management.
2. Bachelor's degree or equivalent work-related experience.
3. Strong work ethic and positive attitude.
4. Ability to work independently; to prioritize and manage multiple tasks under tight deadlines.
5. Detail-oriented, with strong organizational, problem-solving and administrative skills.
6. Have excellent written and verbal communication skills.
7. Experience working in multicultural settings and bi-lingual skills a plus.

Please send cover letter, resume and salary requirement to [HR@ndc-mn.org](mailto:HR@ndc-mn.org)