

HERITAGE CONSERVANCY

POSITION SUMMARY: Property Manager

Heritage Conservancy is seeking the services of an experienced Property Manager to serve on a part-time basis (18-24 hours weekly) to oversee the care and maintenance of several of our properties, located predominately in Bucks County. The goal is to assure that the real estate assets owned or controlled by the Conservancy are maintained at the highest level and that any and all tenants receive prompt, courteous and efficient services. A community-based organization for over 64 years, Heritage Conservancy is dedicated to the preservation and protection of significant open spaces, natural resources, and our historic heritage.

ESSENTIAL FUNCTIONS:

- Perform routine inspections on all Conservancy buildings, properties and grounds including vacant buildings.
- Develop and maintain a pro-active program to deal with maintenance issues before they become issues.
- Plan, perform and oversee schedules on preventive maintenance for all building exteriors and interiors including any equipment located therein.
- Organize and supervise the work of contracted landscapers and other vendors at Conservancy properties as required. Obtain and negotiate bids in order to obtain the best vendor.
- Act as project manager when renovation and/or construction work is required on any Conservancy building in order to achieve the optimum outcome of any given project.
- Serve as a liaison with tenants, contractors, vendors, government officials, consultants, and other parties in order to achieve and maintain a mutually beneficial working relationship.
- Negotiate terms of leases for residential/commercial tenants including the preparation of leases and amendments. Consult with COO and finance staff regarding terms and conditions of approved contracts and/or leases.
- Work with Realtors and/or real estate brokers as necessary to obtain tenants for properties.
- Must be prepared to respond to property "issues" that may occur during an evening, holiday, and/or weekend.
- Investigate and promptly respond to tenant communications and complaints.
- Work with Conservancy leadership to prepare annual budgets and scheduling expenditures. Prepare monthly progress reports.

ESSENTIAL SKILLS, REQUIREMENTS, EDUCATION AND EXPERIENCE:

- Proven experience as facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Moderate knowledge of construction issues affecting residential and commercial buildings
- Recognition of historic preservation as a key component of Heritage Conservancy's mission
- Strong analytical/critical thinking skills
- Knowledge of basic accounting and finance principles
- Excellent verbal and written communication skills
- Proficient in Microsoft Office including Excel

TO APPLY: Please send a cover letter and resume to: JoinOurTeam@HeritageCoservancy.org.