Job Description

Property Manager

Passyunk Avenue Revitalization Corporation (PARC) has a dual mission as both a non-profit real estate development and management company and a public space maintenance and enhancement organization. As a non-profit organization, PARC owns real estate primarily on East Passyunk Avenue retail corridor from Federal Street to McKean Street. With the income from these properties PARC provides supplementary public space maintenance and improvement services on East Passyunk Avenue.

PARC will remain a long-term holder of its Passyunk Avenue assets, continuing to maintain and upgrade its existing mixed-use holdings and will periodically using the proceeds from the sale of some of its properties to purchase and improve other deteriorated buildings or undeveloped sites on and adjacent to the corridor.

PARC is seeking an individual to fulfill the role of property manager for the organization. The organization has a portfolio of nine mixed-use properties that house 177 residential units.

The responsibilities of the property manager include:

- Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Contracts with tenants by negotiating leases; collecting security deposit.
- Accomplishes financial objectives by collecting rents; paying bills; forecasting requirements; initiating corrective action.
- Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping and snow removal services
- Maintains building systems by contracting for maintenance services; supervising repairs and makes minor repairs when applicable.
- Secures property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Enforces occupancy policies and procedures by confronting violators.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
Property Manager Skills and Qualifications:

- Motivation for Sales, Negotiation, Selling to Customer Needs, Territory Management, Closing Skills, Prospecting Skills, Professionalism, Internal Communications, Listening, Communication Processes
- Microsoft Office Suite, QuickBooks, and Social Media (Facebook, Twitter, etc.)

Please send a resume and a writing sample in pdf format to: bfenstremaker@passyarc.com

Contact:
Bryan R. Fenstermaker
Executive Director
Passyunk Avenue Revitalization Corporation
1134 Titan Street
Philadelphia, PA 19147
P: (215) 551-5111
www.passyarc.com