

Property Manager

About JBG Rosenfeld:

JBG Rosenfeld Retail Properties, which is based in Chevy Chase, Maryland, was established in 1995 as a joint venture between Rosenfeld Realty and The JBG Companies. They acquire, develop, build, lease, and operate properties with a strict focus on retail and mixed-use real estate in the mid-Atlantic region. Their portfolio consists of over 5 million square feet of shopping centers, freestanding retail sites and mixed-use developments.

Position Summary:

Reporting to the Senior Vice President, this individual will be responsible for managing several of the organization's retail properties.

Primary Responsibilities:

- Develop and maintain exceptional relations with all interested / affected parties (property owner, tenants, staff, vendors, neighbors, etc.) utilizing a first class, customer service orientation.
- Prepare, maintain, and manage to the Property Business Plan(s), including timely development of operating budgets, review of monthly financial statements and preparation of variance reports (explaining Actual – vs. – Budgeted differences). Effectively communicate financial data to senior management and investment community.
- Manage accounts receivable and coordinate efforts of accounting, legal, and asset manager to resolve any issues.
- Perform diligent, routine inspection of properties to maintain Class "A" appearance, and maintain the highest level of safety within the properties. Investigate all claims relating to accidents or property damage and prepare thorough reporting to senior management.
- Coordinate bid process for maintenance and service contracts (such as landscaping, trash removal, etc.) and provide the organization with the best negotiated solution.
- Manage and direct 3rd party vendors / contractors to ensure compliance with scope of work and corporate objectives.
- Ongoing coordination with Leasing, Development, and Construction Groups.

Key Qualifications and Requirements:

- BS/BA preferred.
- Minimum 5 years experience having been responsible for managing multiple retail properties. Exposure to a "mixed use" asset very helpful.
- Experience managing properties through renovation and/or ground up construction.
- Excellent written and oral communication skills with the ability to interact and communicate with individuals from a variety of backgrounds both internally (executive, development, construction, asset management, leasing, accounting, etc.) and externally (clients, tenants, vendors, lenders, neighbors, etc.).
- Ability to juggle multiple issues / priorities with a high level of natural organizational ability.
- Ability to understand critical business issues affecting the appearance and performance of the properties and provide strategic advice and direction to senior management.
- Interest and determination to work in a fast paced, entrepreneurial and self-motivating environment.
- Strong work ethic with a sense of urgency and ability to operate in/handle stressful situations.
- Professional appearance and demeanor with a strong orientation to detail.
- Must be able to drive to properties for regular inspections.

Compensation: Competitive base compensation with potential for a discretionary bonus.

To Apply: Please email resume to resumes@themaingroup.com.

The Maison Group, Inc

Real Estate Executive Search Consultants

7200 Wisconsin Avenue, Suite #402

Bethesda, Maryland 20814