



## Property Manager

**Job Title: Property Manager**

**Type: Full Time**

**Location: Seattle, Washington**

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices ([www.urban-villages.com](http://www.urban-villages.com)). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

We are currently seeking an experienced commercial Property Manager that is self-motivated with great interpersonal skills and a disciplined attention to detail to join our growing team. Candidates must have experience working in downtown Seattle, ideally in the Pioneer Square neighborhood, and be excited about the opportunity to be a part of shaping this unique and vibrant district.

### **Position Overview:**

The Property Manager is responsible for overseeing the daily operations, placemaking, marketing, and financial performance of a portfolio of mixed-use commercial properties. This will include financial budgeting and oversight, data analysis, tenant relations, lease administration, leasing and marketing (in cooperation with commercial and residential brokers), coordination of property maintenance and upkeep, property safety and security, vendor management, personnel supervision, project management, event coordination, placemaking and other tasks to ensure the effective operations of assigned properties. This position will have the responsibilities and duties listed below and will report to, and work directly with, the Director of Property Management.

### **Primary Responsibilities:**

- Create annual operating and capital improvement budgets for each property, to be reviewed and approved by asset management, and manage properties in accordance with approved budgets
- Oversee lease administration for all commercial and residential tenants, including: collection of rents, tracking and enforcing all lease terms, coordinating any necessary legal actions or third-party collections, maintaining tenant and property files (electronic and hardcopy), and administering tenant notices
- Establish and maintain tenant relationships with all tenants, including answering questions, addressing concerns, discussing renewal opportunities, etc., to ensure a positive tenant experience.
- Inspect and maintain the physical and aesthetic aspects of each property through daily walks, and coordinate repairs and service with maintenance department
- Maintain tenant occupancy in cooperation with commercial and residential brokerage/leasing team to establish rental rates, determine marketing strategy, facilitate tours of vacant spaces, and assist in the negotiation of lease renewals and new deals
- Support the execution of placemaking and activation strategies, including the coordination of pop-up retail and food/beverage concepts, streetscape maintenance and innovation, landscaping, signage, art curation, street closures, events and event infrastructure



- Maintain and reinforce property branding in collaboration with internal and external marketing and PR partnerships, and assist in implementing marketing and PR plans, as directed
- Generate property reporting, including financials and narrative updates, as required by Director of Property Management
- Coordinate accounts payable with accounting, ensuring contract compliance, timely payment and accurate coding
- Review and approve financial performance reports from accounting, explain variances and prepare forecasts
- Lead and participate in property management and other company meetings
- Oversee tenant and landlord renovation projects, and manage contractor and tenant relationships through the construction process
- Establish and/or maintain vendor relationships for property services, which may include security, janitorial, landscaping, and others
- Manage and supervise on-site staff, which may include Maintenance Technicians, Assistant Property Manager, Administrators, Leasing Agents, Concierge and/or others, as needed
- Administer Emergency Action Plans for all properties
- Other tasks as necessary to support the property management function, and Urban Villages' corporate goals

**Candidate/Position Requirements:**

- Minimum 5 years of experience in commercial property management in downtown Seattle, preferably in the Pioneer Square district
- Bachelor's degree required
- Washington Real Estate Broker's License and commercial leasing experience preferred
- Experience with MRI, Yardi, Entrata or other property management software
- Experience and knowledge of commercial property accounting, financial statements, and demonstrated ability to create investor and lender reports
- Experience creating annual property budgets
- Experience as landlord agent for commercial tenant improvement projects
- Experience with property marketing, event management, and placemaking preferred
- Strong analytical skills
- Demonstrated ability to effectively manage a support team and work collaboratively with other team members
- Excellent oral and written communication skills, with ability to professionally communicate with diverse populations; polished interpersonal skills
- Well organized with attention to detail
- Self-motivated, with "ownership thinking" perspective applied to decision making
- Proficient use of Apple products and Mac operating systems, strong skills in Word, Excel, and other office programs
- Ability to effectively present information to prospective or current tenants, investors, and other professional partners and vendors
- Absolute discretion in receiving and handling sensitive information

**Compensation and benefits:**



Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation, sick time, and a public transit pass.

**Application Process:**

Candidates should send a cover letter, résumé, salary requirements and available start date, to [careers@urban-villages.com](mailto:careers@urban-villages.com). Qualified candidates will be contacted directly. No phone calls, please.