

DEPARTMENT: Operations	REPORTS TO: COO
SALARY: From \$75,000.00	STATUS: Full-time
FLSA: Exempt	UPDATED: <i>December 2024</i>
SUPERVISES: Property Reservation Specialist	
LOCATION: Hybrid/Lower Hudson Valley	

Under the direct supervision of the Chief Operating Officer, the Director of Property Management is responsible for repairs in order to maintain the high-quality physical condition of its properties, according to the operating and safety standards of GSHH.

- Proven ability to adhere to local laws, codes and regulations and maintains detailed documentation for all projects
- Demonstrates understanding of property operations, including maintenance, volunteer relations, DOH, ACA and NY State compliances
- Proven experience using project management tools to maximize revenue, minimize operating expenses and lead projects to successful completion
- Experience in tracking dashboards for data reporting and operating procedures
- Monitor project metrics, and prepare progress and performance reports as necessary
- Prepare and review monthly property summaries including variance reports on property utilization and safety and risk management
- Experience in managing vendor contracts and ensuring quality service delivery
- Successful experience in bidding and procurement in a commercial or professional setting
- Proficient in creation, management and implementation of budgets and overall expense control
- Demonstrates knowledge and hands-on experience with routine property upkeep, HVAC, building infrastructure, repairs and property upkeep. Specific certifications a plus
- Ability to identify and resolve maintenance issues independently
- Proactively suggests and implements measures to maintain property longevity
- Keeps clear and detailed records of property conditions, maintenance activities etc.
- Knowledgeable about safety protocols, OSHA, DOH requirements, local, state and federal guidelines
- Write and present status reports to leadership team and Board of Directors
- Demonstrates ability to identify analyze and problem solve effectively
- Prepared to respond to emergencies such as property damage or natural disasters
- Is able to define project scope, objectives and deliverables to a project

- Meeting with Facilities Maintenance vendor to monitor maintenance, repairs and improvements at all GSHH properties.
- Manage property reservations platform system to ensure needs of customer are met
- Attend to property needs outside of general business hours and weekends
- Skilled in time management and the ability to prioritize tasks
- Strong ability to simultaneously plan, coordinate and monitor multiple projects successfully
- Prior experience with property management. Suitable candidates also have experience in property maintenance.

Requirements and Physical Demands

- Professional presentation and appearance.
- Prolonged periods sitting, traveling and working on a computer.
- Frequent lifting up to 100 pounds, bending, reaching above shoulder level, pulling/pushing, walking, ability to manage rough terrain, carrying, grasping/handling, squatting, prolonged standing, walking or sitting.
- Valid driver's license.
- Successful background check.
- Proficiency in Microsoft Office Suite including but not limited to Word, PowerPoint, Excel, and Outlook.
- Bachelors Degree and/or five+ years professional property management experience

Travel

- Must be able to travel to other offices on an as needed basis.
- Must possess a valid NY state drivers license
- Occasional out-of-the-area and overnight travel may be necessary to attend conferences.