Property Manager

Position Overview
The TVCDC Property Manager will be responsible for the management of the TVCDC properties, to include TVCDC offices, homes, apartments, community center, and future development. The Property Manager would coordinate lease agreements, community center and bunkhouse rentals, collection of development association dues, and other community management needs.

Reports to
TVCDC Chief Financial Officer –

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Property Manager.

Compensation & Benefits
Compensation: $19.00-$21.12 per hour– depending on experience
Position Type: Full-time, hourly, non-exempt
Position Location: TVCDC Community Building

Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 12 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

Essential Duties & Responsibilities
- Responsible for managing lease agreement paperwork and compliance for 12-unit apartment building to include resolving tenant complaints, enforcing rules of occupancy, inspecting vacant or vacating units, and ensuring units remain rental ready.
Provide prompt response to community work orders, collaborating with Facilities Manager to ensure issue(s) are resolved in a timely manner and regular maintenance is scheduled.

Establish system for prompt response to urgent work orders and emergencies occurring outside of office hours.

Manage rental of Community Center bunkrooms, to include checking in guests, overseeing needs of guest during stay, and coordinating checkout.

Oversee rental of community spaces at community center, to include rental contracts, provision of access, and building security at event conclusion.

Ensure timely collection of development association dues.

Maintain orderly files of all leases, payment information, and other applicable paperwork.

Manage rental office; ensuring it is clean and well supplied, with a welcoming environment.

Forecast budget and manage office finances/budget.

Develop, organize and manage rental office operations, including day-to-day operations, vendor relationships, community relationships, and overall strategic plan of property management office.

Provide all reports and paperwork as necessary in a timely manner.

Assist in attracting tenants through advertising vacancies, obtaining referrals, showing units, and creating other strategies to ensure apartments remain occupied.

Promote community center spaces and bunkhouses to ensure regular use.

Participate in continuing education and maintain certification as necessary for role.

Ensure property management processes remain aligned to the needs and wants of the community as agreed upon by homeowners, renters, and community members.

**Qualifications, Knowledge, Skills**

- Must have High School diploma or GED, coursework related to real estate, business, or property management preferred.
- 2+ years experience in property or office management required.
- Excellent organizational skills with the ability to develop and oversee systems of efficiency.
- Eager to learn and grow, completing necessary training and/or certification as required for the role in a timely manner.
- Current, valid drivers license and reliable transportation.
- Willing to work a variety of hours/days as needed to meet the needs of the community, to include evenings and weekends.
- Excellent customer service, adept on conflict resolution.
- Excellent written and verbal communication skills.
- Skilled in Microsoft Programs, online navigation, email, and comfortable learning new software systems.
- Reliable, ensuring rental office maintains regular hours and rapid response to emergency situations and urgent work orders.
- Self-starter eager to learn, grow, and passionate about fulfilling the needs of the community.
ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Property Manager may be required to use the computer for extensive periods of time. Varied work hours and travel may be necessary. Able to access second story apartments and bunkrooms via stairs in order to complete inspections.

Mission Driven
Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party's discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.