



GREENBERG GIBBONS

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Hiring For: Senior Property Manager

GREENBERG GIBBONS (GG) is seeking a **Senior Property Manager** to oversee two mixed-use shopping centers in Gambrills, MD within the company's Asset Management Department. The Senior PM will be responsible for the day-to-day operation and physical management of The Village at Waugh Chapel and Waugh Chapel Towne Centre. The Sr. PM will work directly with the Director of Property Management and Asset Manager and the tenant coordination, leasing, and accounting teams assigned to these properties. The Senior PM will be highly visible within GG and will be key to the company's continued growth plans. The position will report to the Director of Property Management and Asset Managers, and will be based in the management office on site at The Village at Waugh Chapel.

About Greenberg Gibbons

Celebrating 57 years of success, Greenberg Gibbons is one of the East Coast's premier developers, investors, owners, and operators of mixed-use, retail, commercial, and residential properties. The firm's rapidly expanding portfolio includes more than 6.8+ million square feet and \$1.6+ billion in assets, with another 3M+ square feet and \$1B in the development pipeline. Its innovative ground-up development and revitalization projects create engaging destinations and inspiring experiences, while making a positive ripple effect in the communities they serve. Headquartered in Baltimore, Greenberg Gibbons has more than 55 projects across eight states. For more information, visit www.ggcommercial.com.

Desired skills and experience include:

- Bachelor's degree preferred. Equivalent combination of education and years of related business experience may be considered.
- CPM, CFM or RPA designation a plus.
- Minimum five (5) years managing a portfolio of retail projects with demonstrated track record of success.
- Good understanding of commercial/retail leasing and execution; understanding of landlord/tenant laws beneficial
- Comprehensive understanding of financial reports. Ability to review and provide written variance explanations regarding operations of the revenue, expense, and capital performance of the property.
- Project Management experience: Working knowledge of construction processes and AIA contracts, RFI's, change orders, invoice processing, drawings, specifications and terminology.
- Self-starter with highly effective independent work skills and ability to work collaboratively within a diverse team environment.
- Working knowledge of real estate/property management software programs/platforms such as Yardi, including Microsoft Office software suite proficiency.
- Exceptional analytical skills, attention to detail, verbal and written communication skills.
- Travel to the home office in Canton (Southeast Baltimore) as needed; valid driver's license in good standing with the MVA in any state required. Own transportation required.

Key Responsibilities will include, but are not limited to:

- **Financial Management:** Work with accounting in the preparation and review of monthly operating reports and explain variances to budget. Develop and manage the annual budgets for assigned properties and ensure the properties operate within budget parameters and coordinating approvals with Asset Management according to partnership agreements. Assist in the documentation necessary for the preparation and review of year-end operating expense reconciliations.
- **Accounts Receivable:** Work with the Asset Manager and Property Accountant to manage the collection of accounts receivable and tenant defaults.
- **Accounts Payable:** Review, code and approve all payables for disbursement.
- **Leasing & Tenant Coordination:** Collaborate with the Leasing team on renewals, expansions, and other amendments. Assist Tenant Coordination in managing construction documentation and insurance. Review Landlord and/or Tenant work drawings and provide guidance for construction rules and JOB OPPORTUNITY regulations. Coordinate and manage the Tenant move-out process.
- **Capital Projects:** Collaborate with the Asset Manager to develop capital budgets and plans for each assigned property.
- **Marketing:** Assist the Marketing team with planning and implementation of marketing-related events and promotions as needed and day-of-event management as necessary.
- **Facilities Operation:**
 - Maintain a clean and safe center with appropriate signage, lighting and landscaping.
 - Work with Director of Operations to prepare contracts with outside vendors to provide services as required.
 - Manage incident reporting to insurance carrier and Asset Manager.
 - Create, supervise & maintain Risk Management and Emergency Plan procedures.
 - Manage Fire Safety System inspection tracking and emergency plan.
 - Ensure proper maintenance of all BAS systems including (but not limited to) lighting controls (BMS / EMS), HVAC, fire / life safety alarm systems, security camera systems, irrigation control, vertical transportation, electrical distribution / wiring and lighting, plumbing (interior & exterior).
 - Effectively manage emergency services (i.e. flooding & power outages, etc.), and preparation of emergency procedures.
 - Administer all State and Federal required reports and safety documentation, such as FLSS inspections, vertical transportation, backflow preventer reports, and other applicable governmental reports and documentation required.
 - Manage utility room and vacant space key lockbox codes.
 - Manage sustainability initiatives and assist Asset Management with ESG strategy.
 - Manage and monitor waste removal, recycling and grease trap contracts.
 - Complete monthly property inspections and maintain annual property inspection documentation and reporting to capital partners.
- **Team Development:** Provide training and coaching to members on the Property Management team to build the bench, as needed.
- **Business Partnership:** Build a positive relationship with internal and external business partners; work to identify and resolve challenges, collaborate, support budget and other process initiatives and efforts, and be recognized as a trusted advisor and partner. Attend key Management and stakeholder meetings and share learnings with other Asset Management team members.
- **Physical Requirements:** This position is primarily performed in an office setting with extended periods of sitting and computer/keyboard use; reading documents; spreadsheet calculations; phone and other electronic equipment. Typing dexterity needed; minimal lifting (<20 lbs.), standing, climbing and traversing commercial site construction areas as needed. Driving a vehicle to travel between assigned properties and to meetings as needed.

This is an exciting opportunity to work for a successful and growing company.

Qualified candidates may send a cover letter, resume, and salary requirements in MS Word or PDF format to: Matt Mittenthal, SVP – Asset Management at: mmittenthal@ggcommercial.com.

Why You'll Love GG!

At GG, we believe work should be rewarding and fun. Here's what you can look forward to:

- We work hard and celebrate wins together
- Competitive pay and benefits
- Company events and perks throughout the year
- A culture rooted in community, giving back, and making a difference
- A fresh new office right off I-95, surrounded by shops, eats, and more

Ready to join a team that gets things done and has fun doing it? Apply today!
