



Vice President of Property Management

Location – Denver

The Vice President of Property Management is an important leadership role responsible for overseeing and growing all aspects of our property management business including 10+/- properties and the oversight of 10-15 property management professionals. Working closely with the company's leadership, this position will provide strategic direction for the business line, while ensuring all property performance metrics, occupancy targets and budgets are met. The VP of Property Management will also be responsible for developing and growing a skilled team committed to the company's mission, maintaining good relationships with all clients and nurturing tenant satisfaction levels across the portfolio. This position will also serve as the regional property manager for a select number of managed assets in several markets and will be based in Denver, Colorado.

Primary Responsibilities and Objectives

- Oversee the day-to-day operations of the Property Management business:
 - Ensure the highest standards of tenant and client experiences throughout our portfolio
 - Ensure the highest possible standard of building conditions and facilities management
 - Ensure that repairs at all facilities are carried out rapidly, courteously and to the highest standards practicable
 - Ensure a system for emergency maintenance and repairs, with a strong focus on safety
- Act as regional property manager overseeing the company's existing portfolio, while seeking to expand the business through strategic business development efforts. Develop and foster relationships with key clients and prospective clients. Identify new potential business and pitch new business with the company's leadership.
- Work jointly with the company's leadership to set the vision, develop best practices and procedures, author corporate handbooks and training manuals. Evaluate and recommend improvements in and implement internal systems to improve efficiency, improve customer service, and provide staff with the training and tools necessary to accomplish their jobs.
- Provide leadership and direction for all Property Management professionals. Interview, hire, manage, retain, train and grow new team members.
- Create annual budgets, oversee and manage property management business P&L to meet client and company performance goals.
- Oversee required monthly, quarterly and annual reporting of the portfolio to the company's management team and clients.

- Assist in due diligence and underwriting of potential new acquisitions.

Qualifications, Skills & Attributes

- 10+ years of property management leadership experience including prior roles both on-site and at corporate levels with multiple product types.
- Strong leadership skills with the ability to motivate a team and drive productivity and results.
- Strong client-service mentality, highly detail oriented, with exceptional problem-solving abilities.
- Proficient in Microsoft Office suite of products, plus primary property management software applications (ex. Yardi)
- Strong presentation, writing and communication skills with the ability to multi-task.
- Quality interpersonal skills with a strong desire to learn and succeed.
- Ability to work in a fast-paced, self-directed, entrepreneurial environment.
- Always able to maintain a professional and proactive approach with clients, tenants and company leadership.
- Must be able to travel 1-3 times per month.

Our company is a full service commercial real estate firm focused on helping occupiers and investors to maximize their real estate portfolio. We provide brokerage, development, property management, investment, joint venture, and other real estate advisory services to organizations seeking specialized, knowledgeable support in and around the world.

APPLICATION INSTRUCTIONS

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to kate.waggoner@energyreco.com.

EEO STATEMENT

This employer is an equal opportunity employer and committed to developing and maintaining a diverse workforce. This employer strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability,

protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.