

EMPLOYMENT ANNOUNCEMENT

POSITION: Property and Community Manager

DEPARTMENT: Office of Real Estate Investment Strategy

REPORTS TO: Chief Financial Officer

ASSIGNMENT: This position is assigned to Third Eye Network's (TEN) administrative services contract with Rochester Economic Development Corporation (ROCEDC)

DATE: Applications must be submitted by November 22, 2024, to be fully considered

LOCATION: Rochester, NY

COMPENSATION: \$55,216 to \$68,208 | Commensurate with education and experience

BENEFITS*: Quality healthcare and dental options, 401(k) retirement savings program with employer match plan, paid time off (i.e., vacation, personal, sick, and holidays), professional development and education support, life insurance, employee wellness and assistance program; *eligibility requirements must be satisfied

SUBMISSION: Submit all cover letters, resumes, and applications to work@thirdeye.network

ABOUT THE POSITION: The Property and Community Manager is a vital role for ROCEDC and is responsible for the professional management of all properties and personnel within their purview under the affiliated ROC City Development sub-brand. Tasks performed by this position will require flexibility, exceptional organization, and attention to detail, all through an economic mobility lens. The Property and Community Manager is primarily responsible for maintaining and improving commercial real estate assets, administering community scheduling software, overseeing marketing and advertising efforts, vendor and tenant relations, and working with senior management to monitor the fiscal performance of assigned properties within their portfolio. The role will be essential to the fulfillment of ROCEDC's mission to stimulate equitable economic growth that improves the quality of life in the city of Rochester

SPECIFIC RESPONSIBILITIES INCLUDE:

- Working with relevant staff and vendors to market properties to potential tenants through advertising, property viewings, special events and programs, and networking to achieve sustainably high occupancy rates
- Negotiating lease agreements that comply with state laws and protect the property owners' interests
- Collecting rent, managing lease renewals, and ensuring that all aspects of the lease agreements are adhered to by tenants
- Maintaining a file of Certificates of Insurance for both tenants and vendors
- Conducting regular inspections to assess the need for property repairs and maintenance
- Obtaining bids and managing capital improvement projects
- Coordinating maintenance and repair works, including routine services and emergency repairs, to maintain or enhance property values
- Managing budgets and financial records, including rent collection, expense payments, and profit calculations

- Ensuring compliance with locality-specific legal standards and safety regulations
- Handling tenant complaints and disputes efficiently to maintain tenant satisfaction and retention
- Spearheading community engagement and collaboration with tenants, surrounding business owners, staff, and the board when applicable
- Overseeing a variety of tenant services and managing access to shared facility resources
- Attending board meetings and providing routine reports on activities, property inspections, structural integrity, and tenant relations
- Assisting with the establishment of property management plans, preventative maintenance, policies, procedures, and property operations manuals
- Completing special projects and performing other duties as assigned

SUCCESSFUL CANDIDATES WILL ALSO DEMONSTRATE:

- Evidence of cultural and emotional intelligence
- Ability to diplomatically navigate conflict and difficult situations to ensure effectiveness
- Knowledge of local, state, and federal property regulations and a strong understanding of property maintenance, financial aspects, and tenant laws

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business management, real estate management, or related field
- Candidates with significant industry experience in lieu of a degree and/or a certificate in property management from an industry-recognized organization may also be considered.
- Minimum of 3 years of experience in commercial real estate or an equivalent combination of education and work experience—refer to TEN's Equivalency Chart for additional detail
- Experience managing activities for a membership or community association is a plus
- Proficient in standard business software, including invoicing and vendor management tools, as well as leasing and community scheduling programs
- Skills in business management, customer service, negotiation, and conflict resolution are essential
- Established relationships with contractors and service providers are preferred

ADDITIONAL REQUIREMENTS:

- Valid driver's license and reliable transportation
- Must be able to lift or move 50 pounds with or without reasonable accommodation
- Employees working directly with protected health information/electronically stored protected health information, personally identifiable information, and other employee or client data will abide by the specific procedures and policies outlined by TEN's Organizational Values and Policy Manual, as well as state and federal regulations

OPERATING PRINCIPLES AND DEMONSTRATED BEHAVIORS: All TEN employees are expected to exhibit attitudes and behaviors that are congruent with agency's core values conveyed in the *Organizational Values and Policy Manual*. The congruency of successful applicants' attitudes and behaviors are observed during the application and probationary processes.

ROCEDC's core values are expected to be demonstrated through behaviors and actions of all staff. All applicants must also evidence the following attitudes and behaviors as part of the application and probationary processes:

- Economic Inclusion
- Entrepreneurship
- Collaboration
- Mission/Related Investing
- Community and Economic Empowerment
- Community Wealth Building
- Racial Equity

ABOUT TEN: Third Eye Network (TEN) is a multicultural marketing and management strategy consortium serving a diverse multisector clientele. TEN exists to advance social transformation and redress economic disparities within communities across the nation. With deep domain knowledge in community wealth building, evidence-based management, and ecosystem building, TEN takes multi-faceted approaches to problem solving working with its clients and their collaborators. TEN's services span multiple areas of practice, through racial and social equity lenses, centering structural and systems change.

ABOUT ROCEDC: Rochester Economic Development Corporation (ROCEDC) is a private not-for-profit organization committed to stimulating inclusive economic growth while improving the quality of life within city neighborhoods and across the City of Rochester, New York. ROCEDC was formed to advance community wealth building through the retention and expansion of business and industry, leading and facilitating real estate development and expansion, fostering local employment opportunities, administering financial assistance, and promoting the overall attractiveness of the area. Established in 1983, ROCEDC is a local development corporation governed by the NYS Authorities Budget Office.

EEO STATEMENT: TEN is an equal opportunity employer. TEN encourages diversity in hiring and particularly welcomes applications and nominations from culturally and ethnically diverse applicants, as well as women and gender non-binary individuals. TEN does not permit discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, gender identity, or other categories protected by federal or state labor law. TEN seeks to recruit and retain a diverse workforce as a reflection of our commitment to equity, inclusion, and social justice.



APPLICATION FOR EMPLOYMENT

Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION (Also attach cover letter and resume)

Last Name:	First Name:	Middle Initial:	Home Phone: () -
Mailing Address:	City:	State:	Zip:
Email Address:	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mobile Phone: () -			

POSITION

Position OR Type of Employment Desired:	Will Accept: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Desired Salary:	Date Available:	

EDUCATION AND TRAINING

High School Graduate OR General Education (GED) Test Passed? Yes No
If no, list the highest grade completed:

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:
Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:
Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:

Languages Read, Written or Spoken Fluently Other Than English:

VETERAN INFORMATION (Most recent)

Branch of Service:	Date of Entry:	Date of Discharge:
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

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WORK EXPERIENCE (Most recent first, including voluntary and military experience)

Employer:	Main Phone: () -	From (Month/Year):
Address:	City: State: Zip:	
Job Title:	Number of Employees Supervised:	To (Month/Year):
Specific Duties (Maximum 1000 Characters):		Hours Per Week:
		Supervisor:
		Other:
		Reason for Leaving:
Employer:	Main Phone: () -	From (Month/Year):
Address:	City: State: Zip:	
Job Title:	Number of Employees Supervised:	To (Month/Year):
Specific Duties (Maximum 1000 Characters):		Hours Per Week:
		Supervisor:
		Other:
		Reason for Leaving:
Employer:	Main Phone: () -	From (Month/Year):
Address:	City: State: Zip:	
Job Title:	Number of Employees Supervised:	To (Month/Year):
Specific Duties (Maximum 1000 Characters):		Hours Per Week:
		Supervisor:
		Other:
		Reason for Leaving:

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments:

EDUCATION AND EXPERIENCE EQUIVALENCY CHART

2:1 Ratio (2 years experience equals 1 year education)

NOTE: Education cannot be 'traded' for missing years of experience

PART TIME EXPERIENCE	EQUIVALENCY
10 hours a week	Equals to ¼ full time hours
20 hours a week	Equals to ½ full time hours

EDUCATION & EXPERIENCE REQUIRED	EQUIVALENCY
High School/GED + 18 months work experience	3 years education + 3.5 years work experience
	2 years education + 5.5 years work experience
	1 year education + 7.5 years work experience
	0 high school education + 9.5 years work experience
High School/GED + 1 year work experience	3 years education + 3 years work experience
	2 years education + 5 years work experience
	1 year education + 7 years work experience
	0 high school education + 9 years work experience
High School/GED + 2 years work experience	3 years education + 4 years work experience
	2 years education + 6 years work experience
	1 year education + 8 years work experience
	0 high school education + 10 years work experience
High School/GED + 3 years work experience	3 years education + 5 years work experience
	2 years education + 7 years work experience
	1 year education + 9 years work experience
	0 high school education + 11 years work experience
High School/GED + 4 years work experience	3 years education + 6 years work experience
	2 years education + 8 years work experience
	1 year education + 10 years work experience
	0 high school education + 12 years work experience
High School/GED + 5 years work experience	3 years education + 7 years work experience
	2 years education + 9 years work experience
	1 year education + 11 years work experience
	0 high school education + 13 years work experience
High School/GED + 6 years work experience	3 years education + 8 years work experience
	2 years education + 10 years work experience
	1 year education + 13 years work experience
	0 high school education + 15 years work experience

EDUCATION AND EXPERIENCE EQUIVALENCY CHART

2:1 Ratio (2 years experience equals 1 year education)
 NOTE: Education cannot be 'traded' for missing years of experience

PART TIME EXPERIENCE	PART TIME EXPERIENCE
10 hours a week	Equals to ¼ full time hours
20 hours a week	Equals to ½ full time hours
EDUCATION & EXPERIENCE REQUIRED	EQUIVALENCY
Associate's + 1 year work experience	1 year education + 3 years work experience
	0 college education + 5 years work experience
Associate's + 2 year work experience	1 year education + 4 years work experience
	0 college education + 6 years work experience
Associate's + 3 year work experience	1 year education + 5 years work experience
	0 college education + 7 years work experience
Associate's + 4 year work experience	1 year education + 6 years work experience
	0 college education + 8 years work experience
Associate's + 5 year work experience	1 year education + 7 years work experience
	0 college education + 9 years work experience
Associate's + 6 year work experience	1 year education + 8 years work experience
	0 college education + 10 years work experience
Bachelor's + 1 year work experience	3 years education + 3 years work experience
	2 years education + 5 years work experience
	1 year education + 7 years work experience
	0 college education + 9 years work experience
Bachelor's + 2 years work experience	3 years education + 4 years work experience
	2 years education + 6 years work experience
	1 year education + 8 years work experience
	0 college education + 10 years work experience
Bachelor's + 3 years work experience	3 years education + 5 years work experience
	2 years education + 7 years work experience
	1 year education + 9 years work experience
	0 college education + 11 years work experience
Bachelor's + 4 years work experience	3 years education + 6 years work experience
	2 years education + 8 years work experience
	1 year education + 10 years work experience
	0 college education + 12 years work experience
Bachelor's + 5 years work experience	3 years education + 7 years work experience
	2 years education + 9 years work experience
	1 year education + 11 years work experience
	0 college education + 13 years work experience

EDUCATION AND EXPERIENCE EQUIVALENCY CHART

2:1 Ratio (2 years experience equals 1 year education)

NOTE: Education cannot be 'traded' for missing years of experience

EDUCATION & EXPERIENCE REQUIRED	EQUIVALENCY
Master's + 1 year work experience	5 years education + 3 years work experience
	4 years education + 5 years work experience
	3 years education + 7 years work experience
	2 years education + 9 years work experience
	1 year education + 11 years work experience
	0 college education + 13 years work experience
Master's + 2 years work experience	5 years education + 4 years work experience
	4 years education + 6 years work experience
	3 years education + 8 years work experience
	2 years education + 10 years work experience
	1 year education + 12 years work experience
	0 college education + 14 years work experience
Master's + 3 years work experience	5 years education + 5 years work experience
	4 years education + 7 years work experience
	3 years education + 9 years work experience
	2 years education + 11 years work experience
	1 year education + 13 years work experience
	0 college education + 15 years work experience
Master's + 4 years work experience	5 years education + 6 years work experience
	4 years education + 8 years work experience
	3 years education + 10 years work experience
	2 years education + 12 years work experience
	1 year education + 14 years work experience
	0 college education + 16 years work experience
Master's + 5 years work experience	5 years education + 7 years work experience
	4 years education + 9 years work experience
	3 years education + 11 years work experience
	2 years education + 13 years work experience
	1 year education + 15 years work experience
	0 college education + 17 years work experience
Master's + 6 years work experience	5 years education + 8 years work experience
	4 years education + 10 years work experience
	3 years education + 12 years work experience
	2 years education + 14 years work experience
	1 year education + 16 years work experience
	0 college education + 18 years work experience
Master's + 7 years work experience	5 years education + 9 years work experience
	4 years education + 11 years work experience
	3 years education + 13 years work experience
	2 years education + 15 years work experience
	1 year education + 17 years work experience
	0 college education + 19 years work experience