

Legacy Trust Group of Companies is a wholly owned subsidiary of Mennonite Central Committee (MCC)
British Columbia



Position: Property Manager

Reports To: MCC BC Legacy Trust Executive Director

Location: Abbotsford, BC

Start Date: Fall 2020

MCC BC Legacy Trust is a group of companies which is a wholly owned subsidiary of the Mennonite Central Committee, British Columbia (MCC BC).

We manage development lands and income-producing properties throughout BC with the designated purpose of generating ongoing revenue to support the world wide ministry of MCC. MCC is a Christian faith-based agency that provides relief, development and peacebuilding initiatives in over 51 countries worldwide. MCC BC also carries out programs that address basic needs here in BC.

Legacy Trust is a group of passionate, experienced, dedicated people. We work hard, enjoy what we do, and believe strongly in the mission of MCC. The companies that we manage are well capitalized and growing rapidly.

We are currently seeking a **Property Manager** who will work closely with the Legacy's Executive Director to manage Legacy Trust rental properties ensuring their profitability and solvency. Position will include the preparation and implementation of annual operating budgets with direct assistance of on-site managers to meet approved profit margins and cash-flow targets. The portfolio consists of 700 units throughout B.C. and is growing.

This role would ideally suit someone with a strong background in managing rental housing with the ability to work with a wide variety of project stakeholders.

The successful candidate will possess excellent communication skills, great problem-solving and time management skills and the ability to embrace a diverse workload with a positive and results-oriented focus.

Qualities

- Highly skilled at developing and maintaining good relationships with key stakeholders.
- An effective manager and a pro-active problem solver, flexible who is and open to change and constructive feedback.
- Superior negotiating skills.
- Self-starter who is highly motivated and able to manage their time without a great deal of supervision.
- Collaborator with excellent verbal and written communication skills.
- Enjoys being part of a team and recognizes the importance of each member of the team and their roles,
- Excellent inter-personal skills.
- Ability to develop a collaborative and diverse team environment.

- Approachable, humble, patient, open to change and has a good sense of humor.

Qualifications/Experience

General MCC qualification related to personal Christian faith, active church involvement and believe in 'nonviolent peacemaking' are required for this position.

- Understanding and support of the vision, purpose and values of MCC
- Understanding and support for the vision and purpose of MCC BC Legacy Trust
- Knowledge of the MCC constituency and people in the business sector
- Significant experience in a leadership role related to rental properties
- 3 years in a leadership role managing rental properties and working with residential managers
- Well versed in rental regulatory requirements and BC Residential Tenancy Act
- Excellent inter-personal skills with ability to develop collaborative and diverse team environment
- Approachable, humble, patient, open to change and has a good sense of humor.
- Strong Word and Excel skills.

Reporting to the Executive Director your responsibilities will include:

- Developing and executing strategic annual business/ operational plans, including performance forecasts.
- Maximizing return on each asset through analysis of property efficiencies and identifying opportunities for improved performance.
- Developing and implementing asset repositioning strategies.
- Monitoring assigned assets, including detailed review of monthly financial reports from property managers.
- Managing the activities of residential property managers regarding operational issues including tenant relations, capital expenditures, collections and bad debts ensuring that high quality services are provided to tenants.
- Negotiating third party contracts (services etc.), as required.
- Undertaking periodic property site inspections and reviews.
- Reviewing property tax assessments and directing appeals as required.
- Overseeing insurance reporting and claims, as necessary.
- Ensuring the integrity, accuracy, consistency and completeness of third-party reporting (including financial statements, capital plans and amortization schedules, tenant recover, schedules etc.).

Experience working in non-profit real estate and/or housing would be ideal.

A satisfactory criminal record check is a requirement of MCC BC Legacy Trust

This is a full-time position located in Abbotsford, BC.

Starting date: Fall 2020

Salary and Benefits: Offering competitive salary and benefits

This posting will remain open until filled.

If you think you'd be a good fit for us and for this role, please send your resume in pdf format to hr@mcclegacy.ca with "Property Manager + your name" in the subject line.

We look forward to hearing from you.