

Onsite Property Manager

THE ORGANIZATION:

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

PURPOSE:

The Onsite Property Manager will be responsible for the daily operations of San Vincente Mobile Home Park (SVMHP), representing the organization in the handling of complaints, arbitrating disputes, and/or resolving grievances to ensure satisfaction. This individual will also develop and maintain a positive and professional relationship with all associates and residents of San Vincente Mobile Home Park. In accordance with the goals, objectives, and the Mission of the Daughters of Charity of St. Vincent de Paul, the Onsite Property Manager must maintain an exemplary work standard including attendance, work ethic, problem resolution, and the timely returning of phone calls.

ACCOUNTABILITY:

This position reports directly to the Vice President of Housing.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Demonstrate a passion and commitment for the Mission and Vincentian Core Values of St. Vincent's and the Daughters of Charity.
- Create an atmosphere of enthusiasm and energetic commitment and serve as a role model in carrying out the Mission.
- Promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of those that St. Vincent's serves.
- Other duties as assigned.

QUALIFICATIONS:

- Excellent leadership ability with a minimum of two years of experience in managing rental housing properties.
- Bachelor's degree preferred.

- Experience developing and managing department budgets.
- The ability to design and implement office policy.
- Knowledge or experience utilizing property management software and information systems, including modems.
- Ability to manage multiple assignments and projects independently and simultaneously in an organized fashion.
- Experience in Accounts Receivable and Accounts Payable.
- Knowledge or experience in prospective buyer applications.
- Experience in Reconciliation of monthly billing.
- Must maintain a high level of confidentiality.
- Must possess excellent interpersonal communication skills and the ability to work with all levels of employees, clients, and the public.
- Willingness to travel occasionally and attend night meetings.
- Ability to read, write and communicate effectively in English.
- Must possess exceptional time management and detail-orientation skills.
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter.

Must pass criminal background fingerprint check and pre-employment negative TB test.

The COVID-19 vaccination may be a requirement depending on the position within St. Vincent's.

The position is full-time, hourly and is scheduled to work Monday – Friday.

Compensation: \$27.00 - \$31.00 an hour

EXCELLENT BENEFITS

Health Insurance ° Dental Insurance ° Vision Insurance
 Basic Life Insurance \$50,000 plus available Voluntary Life coverage
 Retirement Plan - 403(b) and 401(a)
 Gym Membership Subsidy
 13 Paid Holidays Annually
 Paid Time Off (PTO)
 Paid Bereavement Leave
 Paid Jury Duty Leave
 50% Tuition Discount at our Children's Center
 Education Reimbursement up to \$1,000 per quarter/semester
 Job Signing Bonus - 5% of Annual Salary
 Referral Bonus – Up to \$500 per Successful Job Referral
 Transportation Benefit - Gas Mileage Subsidy for Daily Commute
 Wellness Days - 4 Paid Wellness Days Annually

TO APPLY: Please submit a resume and cover letter to hr@sv-sb.org.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentsb.org/get-involved/careers/>.