



## **FIELD OPERATIONS & REAL ESTATE PROGRAM MANAGER**

### **JOB DESCRIPTION**

The Blight Authority of Memphis (BAM) is seeking a qualified professional to manage the property maintenance and stabilization of all vacant structures and vacant lot inventory controlled by BAM. This position will plan, coordinate, and oversee the property maintenance operations; facilitate property acquisitions and disposition and activities; organize, schedule, recruit and assign contractors; review and evaluate the maintenance processes and make changes as needed.

Annual salary position ranges from \$45,000 to \$50,000.

### **DUTIES & RESPONSIBILITIES**

#### **Manage Maintenance + Inspection Needs for Inventory of Properties**

Ensures all inventory properties are maintained in a clean, safe, sanitary, hazard free condition and safely stabilized for the surrounding community in manner consistent with the City of Memphis and Shelby County property code standards.

- Prepare, develop and implement maintenance schedules based on need and assure that work is performed in a timely and efficient manner and consistent with seasonal requirements and current weather conditions.
- Manage, enforce and maintain quality control of BAM-owned inventory of properties and BAM-managed portfolio of properties.
- Ensure quality control on prospective and current inventory of properties by performing routine inspections and writeups to corresponding partner portfolios that violates property maintenance provisions.
- Oversee landscape, real estate, and property inspection contractual activities are administered to all applicable properties. Inspect completed work to ensure conformance to specifications, contract requirements, and quality standards are met.
- Perform administrative duties, such as preparing contractor payment and maintaining an accurate inventory list of managed properties.
- Select, direct and monitor contractor activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.
- Answer inquiries from code enforcement regarding property violations or any other applicable government correspondence regarding the maintained properties in inventory.
- Maintain extensive contact and partners with field services contractors to make sure properties are expeditiously serviced and that all complaints are addressed in an expedited manner. Ensures that properties listed under the THDA Blight Elimination Program are maintained in compliance with program terms.
- Produce accurate weekly progress reports for land management review for the Executive Director.

#### **Manage Acquisition and Disposition of Properties**

Works with closers, insurance, and all related-parties to ensure approved properties for acquisition are onboarded properly and received initial blight elimination treatment and are assigned to receive ongoing maintenance.

- Manage real estate development projects, from application intake and review, to transaction processing, to compliance monitoring.
- Coordinate with the appropriate contracted Realtor and Brokerage vendor to set up properties for sales.
- Coordinate with property owners and other city departments concerning notice of sale of properties; conducts related title searches; prepares property contract agreements, cost analysis and etc.

### **Perform Administrative Duties and Creates Sustainable Systems for Scaling Work**

- Create and administer protocols for evaluating and qualifying contractors.
- Develop, establish, and enforce operating procedures and work standards that will ensure adequate performance on BAM owned and managed properties.
- Prepare prospective, current and lead inventory reports and present findings at recurring BAM meetings and serves on committees.
- Assist in the annual departmental budget preparation and is responsible for overseeing and documenting departmental expenditures within budget requirements.
- Maintain and submit forms, reports and files as needed to the Director for review and presentation internally and externally.
- Perform other duties as assigned.

### **KNOWLEDGE & ABILITIES**

Ability to work well under pressure; outstanding organizational and communication skills; strong attention to detail; good judgment, strong decision-making instincts, and total discretion; ability to function autonomously, yet effective as a member of a coordinated team; excellent proofreading/editing skills; familiarity with diplomatic protocol, a plus.

- Applicant must have entrepreneurial mind set, self-motivated attitude and possess strong time management skills.
- Proficiency in Microsoft Office, especially Excel and Word.
- Must be willing to learn database software.
- Ability to produce complex financial spreadsheets.
- Ability to manage multiple tasks under strict deadlines.
- Ability to plan, direct and supervise subordinate personnel.
- Knowledge of real estate entitlement and approval processes.
- Understanding of construction management principals.
- Strong analytical, mathematical, communication and organizational skills.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

### **MINIMUM QUALIFICATIONS**

- Either five (5) years in business development of a landscape, property management or a bachelor's degree in Business Administration or related field required.
- Must have experience in project management, property management or at least five years of experience in lawn care industry.
- Must possess a valid driver's license through the State of Tennessee. Access to an automobile with applicable insurance.
- Successful completion of background check.

Interested applicants should apply by submitting a cover letter, resume and three (3) professional references with email and phone number. Applicant should designate the position which is being sought and submit in email to [support@blightauthoritymemphis.org](mailto:support@blightauthoritymemphis.org).