



JOB DESCRIPTION

Senior Property Manager – Century Square

General Description

The Senior Property Manager reports to the Senior Vice President, Commercial Asset Management and is responsible for leading management for the mixed-use asset to meet the Midway objectives of creating value through the development, ownership and operation of remarkable assets.

General Areas of Responsibility

- Lead the property management team to provide the highest level of quality and service to our owners, partners and clients
- Successfully execute the property management agreements along with policies and procedures related to the development and ownership of real estate, including mixed-use, office and retail
- Recruit and manage team members through accountability, mentorship, reviews, organization, resource planning and hiring
- Make recommendations to the Senior Vice President, Commercial Asset Management and Vice President, Investment Management regarding new ideas and procedures to streamline and improve operations
- Manage and grow the profitability of the asset via rent collections, creative income initiatives, and expense management
- Work closely with the Development team to transition new phases of the asset from development through opening and commencement of property operation
- Work on multiple projects, with varying priority levels, and meet the agreed upon objectives and deadlines.
- Assist and work closely with the investment management, property management, financial operations, marketing, leasing, and development teams to facilitate the successful execution of company and asset objectives

Focus Areas of Responsibility

- Responsible for management of Century Square, a property spanning approximately 60 acres (20 of which are developed and operating), in College Station and made up of the following:
 - 60,000 SF of Class A office space,
 - 158,000 SF of retail/restaurant space,
 - 303 hotel rooms in two differentiated hotels (managed by Valencia),
 - 450 space income producing parking garage and
 - an activated green space
- Hands on management of day-to-day activities, including team-building, engineering oversight, tenant relations, financial budgeting and reporting, vendor relations, lease administration, property maintenance and operations, and capital improvement programs. In addition, management of development transition, leasing coordination, move- in



coordination, tenant improvement management, property maintenance and operations, and capital improvement programs. Coordination with Investment Management, Development, Marketing and Financial Operations teams to carry out the investment strategy and service standards for the property.

- Follow property management standard operating systems and procedures, working to meet specific performance benchmarks set for the asset. Including operations manual set forth by financial partners
- Develop close working relationships with tenants, hotel, and multifamily management, to include regular meetings as required.
- Analyze, recommend and manage vendor relationships and agreements with competitive bidding and monitoring of performance. Evaluate the changing needs of the asset on an on-going basis to ensure it is consistently maintained in a first-class condition
- Ensure adherence to lease agreement and to management agreement to ensure requirements are met. Monthly ownership reports, including variance and accounts receivable explanations as well as annual budget creation and approval process and reforecasting as required
- Ensure rent collection is a high priority and procedures are followed to maintain timely payment
- Manage risk on an ongoing basis through ongoing physical inspection of the property, as well as oversight of the security team. Manage asset level and tenant insurance requirements to assure minimal liability is maintained at all times for the asset
- Oversight of monthly invoicing of tenant bill backs and monthly utility usage
- Administer work order system to ensure clients' issues are handled in a timely manner
- Abstract leases and uphold lease administration in day-to-day operations including drafting commencement letters, tenant adjustment forms, move-ins/outs, lease commissions, TI coordination and reconciliations, etc.
- Work with on-site team to coordinate necessary services (porter, security, engineers, etc.) as it relates to marketing events held at the property
- Create and maintain relationships with key groups such as Texas A&M University, Chamber of Commerce, and others.
- Actively participate in industry associations such as BOMA, Institute of Real Estate Management (IREM), International Council of Shopping Centers (ICSC), National Association of Office and Industrial Properties (NAIOP), and the Urban Land Institute (ULI).
- Other duties as required

Qualifications and Skills

- Bachelor's degree required from an accredited institution with preference for a focus in Management, Finance or Economics
- Real Estate License
- Minimum of 5 + years practical experience in commercial real estate, preferably in office and mixed-use properties
- Proven track record of leading a team
- Knowledge of MS Office (Word, Excel, PowerPoint and Outlook)



- Knowledge of Building Engines, MRI, AvidXchange, and Kardin preferred

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

- Effective written and oral communication skills essential including strong spelling, editing, proofreading, punctuation and grammar skills

Other Skills and Abilities:

- Client service focus
- Strong work ethic, character, values and confident attitude
- Ability to lead and work as part of a team
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment
- Action and results oriented
- Ability to manage all information with the highest degree of confidentiality
- Strong organizational skills
- Ability to plan ahead and think “outside the box”
- Ability to follow written and oral instructions
- Exceptional follow-through skills
- Fiscally responsible
- Previous experience with garage management / coordination with operator
- Professional appearance

Reasoning Ability

- Ability to think analytically, define problems, collect data, establish facts, and draw valid conclusions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, crawl and climb ladders.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.