

## **Director of Property Management**

BKM Capital Partners is a growing firm and we are looking for hardworking professionals that want to grow with us. Located in our Newport Beach, California office, the Director of Property Management will provide a leadership role within the firm, acting as the department head for all property and assistant property managers in the company. The Director of Property Management will have significant experience in leadership, management, processes, policies, procedures, and computer systems. This position is responsible for the daily management of our 22+ (and growing) commercial real estate assets owned through the Western United States.

### **The Job Essentials:**

This person's key responsibility will be as follows:

#### **Leadership / Management of Property Managers and Staff (including third party)**

- Hire, lead and develop a team to include property managers, assistant property managers, maintenance technicians and other on-site support.
- Responsible for providing the necessary resources (people and other resources) for department, including finding solutions when certain resources aren't in the budget.
- Oversight of the management of BKM Management Co which will contract with the Company on all new acquisitions and sources local boots on the ground to assist in the execution of business plans.
- Engage and direct internal management and third party vendors including contractors, property managers and leasing firms.
- Ensure that the talents within the company are utilized and portrayed within deliverables.
- Maintain a strong fiduciary responsibility to the company.
- Keep company executives fully informed on all problems and matters of unusual significance ensuring proactive action is taken when appropriate.
- Participate in new asset underwriting assumptions.

#### **Operational Efficiencies**

- Visit properties and meet with tenants on a regular basis (weekly) and assess existing team skills and training needs and conduct regular performance reviews through Paylocity.
- Ensure remote offices feel connected to our HQ office through weekly communications and visits.
- Provide guidance to the Property Manager in reviewing bids, and approve of final bids as well as ensuring the work is done to our company standards.
- Act as resource to on-site PM teams in any capacity needed.
- Creation of standardized policies and procedures (fire, life, safety, etc) and regular communication and training of them to on-site teams. Continually assess best practices and update.
- Evaluate and resolve property operational issues within Budget and Portfolio goals and objectives.
- Monitor and report on asset operational and financial performance on an ongoing basis.
- Oversee collections/receivables process.
- Interface with City and other government agencies concerning permitting, code-related or other issues.
- Oversee company finances and insurance. Approve each invoice, making sure it has been allocated correctly. Prepare property budgets on an annual basis, and monitor budget vs. actual

results. Review financial statements quarterly. Coordinate with accounting re: tax returns and other accounting “big picture” issues.

- Monitor loan expirations and coordinate property refinancing.
- Work with our insurance broker on annual renewal and any claim-related issues.

### **Investor Client Accountability**

- Act as a resource for fundraising efforts (presence at meetings), and with investor reporting as needed.

### **The Qualifiers:**

- Bachelor’s degree in real estate, business, finance, economics or similar
- 10+ years relevant experience in commercial real estate asset / property management
- Advanced Excel capabilities
- Hands-on Yardi Voyager experience
- Excellent written and oral communication skills
- Motivated and results-driven with strong work ethic
- Ability to build and lead a team to success

### **The Perks:**

- Competitive Pay + Bonus Incentive
- Medical, Dental, Vision and Life Insurance
- Paid Time Off
- 401k Plan
- Professional Development Resources
- Fun Work Vibe (Indoor basketball/gym with shower, brand new office, team-building events, company training opportunities, and much more!)

**Selection Process:** Please submit resume and cover letter with salary history to [info@bkmcapitalpartners.com](mailto:info@bkmcapitalpartners.com). Don’t fret if you don’t hear from us immediately. We are growing and always looking for talented, hardworking people like you.

### **What We’re All About**

Headquartered in Newport Beach, California, BKM Capital Partners is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. We are an Equal Opportunity Employer.

Additional information is available at [www.bkmcp.com](http://www.bkmcp.com).