



**Position Title:** Sr. Property Manager  
**Department:** Real Estate, Midtown Global Market  
**Reports to:** Real Estate Asset Manager  
**Location:** 920 E. Lake Street, Minneapolis, MN  
**Salary:** Competitive salary and excellent benefits  
**Closing Date:** October 29, 2021  
**Job Type:** Full time

Neighborhood Development Center (NDC) is a non-profit, community development financial institution providing integrated business services so that entrepreneurs can start and grow businesses that enrich their economic and social fabric and revitalize neighborhood economies. NDC is a thriving organization with 32 employees and an ever-expanding mission to provide more services in more neighborhoods.

The Midtown Global Market is a year-round indoor public market, local small business incubator, “town square” for the Phillips and other South Minneapolis neighborhoods, and an award-winning destination for both local and national visitors. The Midtown Global Market is co-owned by two local nonprofits, the Neighborhood Development Center (NDC) and the Cultural Wellness Center (CWC), who work with the small, diverse business owners in the Market as they launch and grow their businesses.

The MGM Senior Property Manager ensures well-managed, maintained, and fully leased property. Provides outstanding service to all tenants, and plays a key role in meeting or exceeding the annual budget. Work could include additional duties or projects as assigned by Neighborhood Development Center (NDC) leadership.

#### **ESSENTIAL FUNCTIONS**

##### ***Commercial Property Management***

Provides positive leadership and direction to building staff and vendors to ensure delivery of quality products and service.

Maintains a positive image in performing daily work both internally and externally.

Builds and maintains strong tenant relationships.

Interacts with all levels of management, office staff and field personnel, as well as vendors and contractor in a courteous and professional manner.

Works with Friends of the Global Market (FOGM) Membership and Communications Manager to develop and implement outstanding service programs for clients and tenants.

Maintains established programs of safety and security for building occupants and property.

Available for on-call emergencies during nights, weekends, and holidays to ensure property management needs are responded to in a timely manner. Ensures compliance with codes, regulations, and governmental agency directives, including environmental compliance.

##### ***Financial and Administrative***

Partners with the NDC Accounting team in the preparation, and presentation of the annual operating budget.

Maintain and update the Commercial Property Management database and manage all tenant billings and collections.

Works with team to implement business plan and marketing strategies.

Works with Senior Director of Real Estate on drafting and review of leases and lease amendments.

##### ***Vendor Relationships/Operations***

Works with the Real Estate Asset Manager for selection and final award of contract services, vendor negotiation of service agreements and the overall monitoring of vendor performance to assure full compliance with standards established with the service agreement.

##### ***Experience and Skills***

Must have 3+ years of commercial property management experience ideally focused in retail commercial management.

Bachelor's degree or equivalent work-related experience.

Strong work ethic and positive attitude.

Ability to work independently; to prioritize and manage multiple tasks under tight deadlines.

Detail-oriented, with strong organizational, problem-solving and administrative skills.

Have excellent written and verbal communication skills.

Experience working in multicultural settings and bi-lingual skills a plus.

**Please send cover letter, resume and salary requirement to [HR@ndc-mn.org](mailto:HR@ndc-mn.org)**