

Job Description – District Manager

The District Manager is responsible for the overall financial performance, operations and asset management for Properties within their Portfolio under the direction and supervision of the Vice President of Denizen Management. This includes managing each of the General Managers (and their staff) within the Portfolio. The District Manager is essentially a “Navigator” that provides direction, support, quick decisions, and knowledge to their General Managers.

Below are specific requirements of the General Manager to perform:

I. Minimum Required Skills:

- a. Capable of working independently
- b. Excellent and timely communication skills
- c. Strong Sales and Marketing skills
- d. Strong Customer Service skills
- e. Strong understanding of Financials
- f. Strong Expense management and Procurement skills
- g. Strong staff motivator and Team Leader
- h. Meeting or exceeding Budget expectations

II. Performance:

- a. Follow, implement and insure adherence to all related Denizen Management Standardize Operating Procedures:
 - i. Employee Policy Manual
 - ii. Property Management
 - iii. Property Maintenance
 - iv. Accounts Payable & Receivable
 - v. All others as developed, enhanced and/or introduced
- b. Develop Annual Operating Budgets for each Property in the Portfolio and secure Owner Approval.
- c. Oversight and Supervision of the following for each Property within the Portfolio:
 - i. Leasing & Occupancy
 - ii. Income: Collections & Bad Debt
 - iii. Property Condition



- iv. Expenses and Owner Approved; Capital Improvements
- d. Oversight and Approval of all Procurement of services and materials with the Approved Operating Budget as provided by the General Manger for each Property in the Portfolio.
- e. Develop and/or oversee all reports including the following:
 - i. Weekly Activity Reports
 - ii. Sales, Marketing & Market Reports
 - iii. Monthly Owner Report (“MOR”)
- f. Develop, monitor & oversee all Marketing, Advertising, Social Media and Resident Relation plans and programs for each Property in the Portfolio.
- g. Hire and retain all General Managers and the oversight of all Staff under the General Manger for each Property in the Portfolio.
- h. Ensure to and/or provide the training of General Managers and oversight to the same for all Staff within Portfolio.
- i. Other assignments assigned

Minimum Requirement of the Job:

- a. Bachelor Degree
- b. Five (5) to Seven (7) years of related experience
- c. Excellent customer service and communication skills
- d. Ability to interact positively with Owner, Customers, Residents and Employees
- e. Demonstrate initiative and follow through on projects and work assignments
- f. Travel for the first day training, QUE 101 and other Denizen Management required training
- g. Proficient in the use of the Office Suite and propensity to learn new software programs
- h. Attention to detail and accuracy
- i. Valid Driver's License

I have read and understand my job description.

Signature: _____ Date: _____

Printed Name: _____

