



## **JOB DESCRIPTION AND ROLES AND RESPONSIBILITIES: Development and Real Estate Manager**

### **JOB DESCRIPTION**

#### **Development and Real Estate Manager**

The Industrial Development Authority of Halifax County, Virginia (Halifax IDA) is a political subdivision of the Commonwealth of Virginia, whose mission is to increase employment and economic growth in Halifax County.

The Development and Real Estate Manager will work under the direction of the Executive Director to help plan, manage, and complete the day-to-day and long-term maintenance and improvement activities associated with IDA owned and other properties. This includes performing routine tasks such as filter changes, etc. and managing contractors on more complicated activities. Broad duties and responsibilities include developing and accomplishing regular maintenance schedules and tasks for all facilities; responding to and keeping record of tenant maintenance requests; coordinating contracted maintenance and improvement services and contracts; managing facilities related procurement; first point-of-contact for local code officials, and state and federal regulators related to facilities operation, maintenance, and planning.

The Development and Real Estate Manager position requires the following: Effective verbal and written communication skills; ability to work effectively in a small team environment and also work independently; ability to perform routine maintenance on various types of physical plant systems including: Electrical, HVAC, Plumbing, Controls, Building and Grounds; ability to diagnose and know when to call contractor for more complicated maintenance or repairs; records management; working knowledge of procurement, contracting and local and regional suppliers and contractors; proven project management skills; proficiency in MS Office software or the ability to learn: Word, Excel, MS Project or the ability to learn these; residency in Halifax County, Virginia preferred.

Salary will be \$65,000-\$75,000 DOQ, plus benefits



## **ROLES AND RESPONSIBILITIES**

### **DEVELOPMENT AND REAL ESTATE MANAGER**

**REPORTS TO:** Executive Director

**SUPERVISES:** Contractors as Needed

#### **Organization**

Attends Board Meetings as Directed by Executive Director

Maintain confidentiality of information and operations in accordance with IDA Policy

Other Duties as Assigned by Executive Director

#### **Assets**

Regularly Updates and Maintains accurate Records of IDA Properties

Schedules and Performs Routine Property Maintenance and Improvements

Assists Executive Director in Properties Portfolio Planning

Assists Executive Director in Procuring Contracted Properties Maintenance and Improvements

Manages Contracted Properties Maintenance and Improvements

Develop, Update and Maintain Property Safety Plans, Training Provided Upon Hire

Assist with the Coordination of Conference Room Use

Manage IDA Motor Pool

Other Duties as Assigned by Executive Director

#### **Mission**

Responds to Tenants' Property Maintenance Requests

Coordinate and Deploy Tenant Safety Planning, Training Provided Upon Hire

Assists with Set-up and Breakdown for Inbound Prospect / Ally Events

Develop and Maintain Productive Relationships with Code Officials and Permitting Agencies

Develop and Maintain Productive Relationships with Contractors and Suppliers

Completes and files necessary properties related reports: Construction, Safety, Environmental

Other Duties as Assigned by Executive Director

## **MESSAGE**



## **JOB DESCRIPTION AND ROLES AND RESPONSIBILITIES: Development and Real Estate Manager**

Represent Halifax IDA in a Professional Manner to Clients, Allies, and the General Public  
Know and Effectively Communicate IDA Mission

### **SKILLS AND ABILITIES**

Effective Interpersonal and Communication Skills

Able to Effectively Operate and Maintain Building and Grounds Equipment, or see that it is completed

Effectively Plan and Complete, or see that Building and Grounds Maintenance and Improvements Tasks are Completed by Contractors

Effective Scheduler

Able to Maintain Accurate and Timely Maintenance Records

Proficient in MS Office Software: Word, Excel, Project, Outlook

Possess a Valid Virginia Driver's License

Obtain Working Knowledge of Halifax IDA Upon Hire

Obtain Working Knowledge of the Freedom of Information Act Upon Hire

Self-starter requiring little management to accomplish duties

Able to Work Effectively in a Team Environment When Required

### **EDUCATION, EXPERIENCE, CREDENTIALS**

Possess Basic Knowledge in the Following Trades or be able to acquire one or more credentials beyond High School in the following (Training Provided Upon Hire):

- Contracting
- Construction
- HVAC
- Plumbing
- Electrical
- Electronics
- Security Systems
- Landscaping
- Building / Occupational Health or Safety

Five Years (Minimum) Experience in Construction or Construction Management, Properties Maintenance, Trade or Technical Employment