



Development and Real Estate Manager

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 RANGE \$60,000-70,000 DOQ

Interested candidates should email resume to Kristy Johnson at KJohnson@HalifaxVirginia.com