



**JUNIOR LEAGUE OF
BUFFALO**

Women building better communities

JOB DESCRIPTION

Title: Property Manager

Member: Financial Council

Goal: To guide the Financial Council and Financial VP in the status of Headquarters upkeep and maintenance.

Duties:

- Responsible to ensure the upkeep of headquarters and whatever repair it may need
- When a major repair is needed – get at least three bids and bring to Financial VP for approval
- Liaison between tenants of Headquarters and the board
- Oversees the maintenance and managing of headquarters' ownership
- Must work with contractors and Preservation Office at the City of Buffalo when called for
- Oversee and secure in-kind donations is helpful
- Coordinate Fall and Spring Clean ups at HQ as a Do it in a Day project
- Member of Ad Hoc Headquarters Task Force

Time Involvement:

- Financial Council meetings
- Headquarters Task force
- 2 -4 hours per week - may need to come into Buffalo to meet with contractors

Experience:

Would suggest this position for a member who demonstrates strong organizational, communication and people skills