



About Rooney Property Management

Rooney Property Management is a team of experienced, proactive professionals dedicated to delivering high-quality property management and an exceptional resident experience. With a strong foundation in managing diverse residential properties, the team focuses on creating communities where residents feel at home from day one.

At RPM, collaboration and thoughtful decision-making are at the core of everything we do. Each team member brings a unique perspective and expertise, allowing us to approach challenges strategically while keeping resident satisfaction front and center. From individual units to community-wide initiatives, we are committed to maintaining well-managed properties and fostering positive, lasting relationships with our residents.

Position Overview

The Property Manager is responsible for the overall performance, operations, and financial success of a portfolio of multifamily properties. This role goes beyond day-to-day management and focuses on driving occupancy, optimizing rental revenue, and protecting asset value in alignment with ownership and development goals.

The ideal candidate is both operationally strong and financially minded, with the ability to make data-driven decisions on leasing, pricing, and resident experience.

Key Responsibilities

Property Performance & Financial Management

- Drive property performance through management of occupancy, renewals, and leasing activity
- Execute data-driven pricing strategies based on market trends and competitor analysis
- Track and report weekly KPIs, including occupancy, renewals, leasing activity, and expiring units/leasing progress, and prepare monthly financial reports
- Develop and manage budgets, forecasts, and variance analysis
- Oversee rent collections, accounts payable/receivable, and bill processing
- Control operating expenses while maintaining quality standards
- Ensure compliance with financial procedures, including security deposit processing

Leasing & Revenue Management

- Oversee leasing strategy and execution to ensure timely occupancy of vacant and upcoming units
- Maintain accurate listings across advertising platforms and adjust marketing strategies and concessions as needed
- Manage the full leasing cycle, including responding to inquiries, conducting tours, processing applications, screenings, and lease preparation
- Monitor availability, upcoming expirations, and leasing pipeline to drive performance
Execute lease renewals, rent adjustments, and retention strategies to maintain strong occupancy
- Collaborate with property managers to improve conversion rates and overall leasing performance

Operations & Property Oversight

- Oversee day-to-day property operations and ensure smooth execution of leasing, maintenance, lawn care, and cleaning staff
- Coordinate maintenance and ensure timely resolution of work orders
- Conduct regular property walks to maintain quality standards
- Ensure properties are well-presented and market-ready at all times

Resident Experience & Retention

- Serve as the primary point of contact for residents, addressing inquiries and resolving concerns promptly
- Build strong resident relationships to promote retention and community engagement
- Conduct move-in orientations, unit inspections, and move-out assessments
- Coordinate maintenance requests and follow-up communication with residents
- Maintain a clean, safe, and welcoming environment throughout all community spaces

Maintenance and Vendor Coordination

- Schedule and supervise maintenance activities, ensuring timely completion of work orders
- Coordinate with vendors for special projects, inspections, and capital improvements
- Ensure all units and common areas meet property and company standards

- Oversee vendor contracts for landscaping, cleaning, and other recurring services
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Qualifications

- 3+ years of property management experience (multifamily, required)
 - Strong understanding of leasing, pricing strategy, and market monitoring
 - Experience with property management software (Yardi Voyager, required)
 - Excellent organizational, communication, and problem-solving skills
 - Ability to analyze data and make or recommend informed business decisions
 - Bachelor's degree in business, real estate, or a related field preferred
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What Success Looks Like

- Maintain high occupancy and strong renewal performance, with units leased quickly and minimal vacancy loss
 - Consistently track, report, and act on performance data to identify issues and drive results
 - Operate highly organized, well-managed properties with accurate reporting and attention to detail
 - Proactively solve problems, take ownership of outcomes, and follow through with accountability
 - Effectively prioritize and execute in a fast-paced environment, working both independently and collaboratively
 - Deliver a high-quality resident experience that supports long-term satisfaction and retention
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Compensation & Benefits

- Competitive salary based on experience
- Paid Time Off (PTO)
- 401(k) with company match
- Affordable health, dental, and vision insurance
- Health Savings Account
- Company-paid life insurance and long-term disability (LTD)
- Scholarship opportunities for continued education