



Thirty-Four Commercial – VP of Property Management

Job Description

The Vice President of Property Management (VPPM) is responsible for the overall management, supervision, and professional development of property management staff, including Assistant Property Managers and Property Administrators. The VPPM manages properties as directed by ownership in accordance with industry best practices and serves as the professional-in-charge of the assigned asset(s).

As the lead management professional, the VPPM oversees all aspects of client and tenant satisfaction. This role requires direct collaboration with clients to gain a thorough understanding of investment objectives and to develop property-specific strategic plans, including operating and capital budgets. The VPPM ensures effective communication (both written and verbal) with building owners, tenants, and the management team to foster successful, long-term relationships.

Location: Dallas, TX (on-site)

Position Type: Full-time

Reports To: Managing Director, Property Management

Key Responsibilities:

- Develop, gain consensus for, and implement management plans for assigned assets
- Assist with management audits and ensure compliance with standards
- Support Leasing Manager in lease/rental agreement preparation and oversee lease administration
- Manage tenant option rights and related information
- Employ or contract on-site management and engineering staff as required by the management plan and budget
- Competitively bid and prepare service contracts to ensure quality and cost-effective services
- Identify and implement process improvements for property operations and systems
- Oversee day-to-day operations, maintenance, and cleanliness of properties, including supervision of maintenance staff
- Maintain updated tenant rent rolls and master contact lists

Financial Management:

- Oversee preparation of monthly, quarterly, and annual ownership reports, including KPH and HK reports, and provide support for board meetings
- Prepare and/or review annual jurisdictional filings as required
- Prepare and manage annual operating and capital budgets
- Partner with accounting to oversee property accounting processes, including on-site bookkeeping and collections
- Review and approve accounts payable, ensuring accurate coding and allocations



- Oversee tenant billing adjustments and approvals with accounting
- Prepare and/or review financial statements, occupancy reports, and client reporting in accordance with management agreements

Client & Tenant Relations:

- Arrange for property maintenance, alterations, and reconditioning as required by budgets, leases, and management plans
- Serve as a secondary contact for tenants regarding service requests
- Conduct proactive meetings with tenant representatives and regular property inspections
- Oversee tenant handbook updates and compliance with tenant obligations under leases
- Prepare and review periodic inventories and property condition reports for client review
- Develop and implement tenant retention programs
- Oversee late payment/delinquency processes including notices and lockouts, ensuring compliance with applicable laws and best practices

Leadership & Management:

- Establish written goals and objectives for direct reports
- Conduct formal and informal performance evaluations
- Develop and implement training programs and career paths for property management staff

Qualifications:

- Bachelor's degree or equivalent required
- Minimum 7 years of experience managing office, industrial, warehouse, flex, and showroom properties
- CPM or RPA designation preferred
- Strong ability to read, analyze, and interpret leases and other legal documents
- Strong communication skills with ability to present to senior management, clients, and tenants
- Solid financial acumen, including experience with rent calculations, reconciliations, and property-level financial reporting
- Proven problem-solving skills and ability to work in non-standardized situations
- Proficiency in Microsoft Excel, Word, and Outlook required
- Experience with property management software platforms required

For any inquiries, contact careers@thirty-four.com or email your resume to apply for this role.



Thirty-Four Commercial

About Us:

Thirty-Four Commercial is a boutique, full-service commercial real estate firm in Dallas, TX. We specialize in leasing and managing new developments, office, retail, and industrial assets. From dirt to disposition, our experts engage market-leading property and project management, providing white-glove service to all clients ranging from institutions to family-owned properties.

Why Thirty-Four?

- Be a key player in a dynamic and growing company.
- Collaborative and supportive work environment.
- Competitive salary and benefits package.