

Position Announcement: Property Manager, Sobrato Philanthropies

San Jose, Milpitas, Redwood Shores, Palo Alto and Mountain View, CA (temporarily remote)

About Us:

Sobrato Philanthropies creates social change by partnering with communities to build a world that is more inclusive, equitable, and sustainable. Guided by the business philosophy and personal values of the Sobrato family, three generations engage in grantmaking, advocacy, impact investing, and collaborative efforts designed to create impact in the communities they serve. Sobrato Philanthropies is part of The Sobrato Organization, a multi-generational, family-owned firm that has played a dynamic role in the emergence and growth of Silicon Valley for nearly 70 years.

In alignment with our values, Sobrato Philanthropies is an equal opportunity employer committed to the values of diversity, equity, and inclusion. We are dedicated to building a team that represents a diversity of backgrounds, cultures, experiences, perspectives, and skills and to creating an environment of inclusion and belonging welcoming to all regardless of race, skin color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. People of diverse backgrounds with lived experience in our communities and focus areas are strongly encouraged to apply. The team is currently working remotely, with the plan to return to the office when it is deemed safe to do so.

About The Position

The Sobrato Family Foundation is seeking to hire a professional, organized, and customer-focused individual who will enjoy serving as the representative of the Sobrato Center for Nonprofits program. The Sobrato Centers provide in-kind office space to over 70 Bay Area nonprofits, and serve an average of 150 other nonprofits through their Conference Centers, where nonprofits host meetings, trainings, informal gatherings and retreats, free-of-charge. This unique position will require a team member who can

graciously and effectively balance the role of a Property Manager/owner representative while maintaining a strong commitment to the nonprofit sector, providing relationship-building and support for our nonprofit tenant partners.

The Property Manager is responsible for the oversight and efficient facilities management of the Sobrato Centers for Nonprofits. They will ensure that all properties are operated and maintained in a high-quality manner. They will serve as the primary contact for all property and construction management issues and will provide customer satisfaction to tenants and other community users of each Center. The Property Manager will directly supervise the Assistant Property Manager and closely partner with each of the onsite Site Managers. The Property Manager will work at each of the Centers on a rotating basis, based on the maintenance and project schedule at each site. The remainder of the time will be spent in the main office in Mountain View.

Key Responsibilities

Property Management

- Ensure properties are maintained in a first-class manner in alignment with the Sobrato brand and properties.
- Maintain detailed knowledge of lease agreements and enforce terms and conditions of the leases.
- Oversee, understand and manage building maintenance, access, security, safety, mechanical and physical building system operations and other facility-related issues across all four Sobrato Center for Nonprofits properties.
- Conduct regular building and property inspections (interior & exterior) and follow up with appropriate vendors on maintenance issues.
- Hire, manage and supervise independent contractors and service providers to ensure high-quality work is performed on time and within budget.
- Enter into contracts and equipment leases as required for maintenance, repair and service of each Property, including, but not limited to, interior and exterior cleaning, painting, decorating, signage and carpentry; the maintenance and

repair of plumbing, heating and ventilation systems and elevators; the maintenance of outdoor grounds and facilities; and any other normal maintenance and repair work that becomes necessary.

- Proactively schedule and calendar all property related work and adapting to changing needs.
- Manage all facets of tenant and capital improvement projects.
- Oversee and maintain accurate and detailed records, reports and files of all service contracts, leases, amendments, notices, correspondence, receipts and other documents with respect to each property.
- Coordinate tenant move-ins and move-outs.
- Respond and be on-call to respond to after-hour emergencies.

Customer Service, Tenant Relations and Communications

- Maintain strong relationships and provide excellent customer service to tenants and guests.
- Identify and resolve customer and public concerns in a prompt and efficient manner.
- Interface with Nonprofit Center tenants and provide relevant news, updates and correspondence related to the properties.

Financial

- Partner with finance and construction team to develop and maintain detailed property budgets and forecasts on property expenses and capital expenditures.
- Monitor budget on a monthly and annual basis and substantiate variances.
- Review, code and approve invoices for timely payment of all service expenses.
- Manage RFP process for capital projects and yearly service agreements.
- Partner with finance team to prepare Common Area Maintenance (CAM) year-end reconciliation as well as CAM estimates for following year.
- Interface with the accounting department on tenant accounts receivables; work with tenants to resolve overdue accounts (collections & documentation) and discrepancies.

- Collect and disburse security deposits.

Construction Management

- Partner with construction team on projects, as needed.
- Work with construction team to oversee architect and permitting processes to ensure properties comply with all local, State and Federal regulations and building codes.
- Partner with construction team to oversee building improvements and enter into contracts, as required, to perform building improvements.
- Review, authorize and oversee tenant improvements and ensure insurance compliance, as appropriate.
- Provide resource support to tenant requests and issues.
- Oversee and manage capital building maintenance projects, as required.
- Manage turnover work on vacant units.

General Duties

- Utilize strong analytical skills to prepare reports, presentations, and other documents as necessary with meticulous attention to detail.
- Execute special projects as assigned.
- Collaborate cross teams and departments to foster and develop the SCNP community, relationships and program.
- Assist with other Foundation tasks as requested.

Qualifications

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- Preferred, minimum 5-7 years of experience in commercial property management in a corporate environment. Experience managing multi-tenant, full service properties and/or mixed-use properties is a plus.

- Demonstrated knowledge of property management methods and procedures; experience in a managing multi-tenants and multiple property portfolios.
- Bachelor's degree or equivalent combination of education, training, and lived experience.
- Possess an independent work style and ability to work with minimal supervision, while effectively partnering and collaborating with other team members.
- Demonstrate exceptional organizational, detail oriented, time management, and multi-tasking skills, while working in a fast-paced team environment.
- Be committed to delivering on deadlines, with the ability to work proactively and prioritize responsibilities.
- Possess keen judgment when facing multi-faceted issues. Manage interruptions graciously and effectively.
- A forward thinker who possesses the natural ability to plan and manage proactively.
- Outstanding verbal, written and interpersonal communication skills.
- A strong sense of self-confidence, self-awareness, and a self-starter.
- Strong computer skills and ability to use technology effectively. Experience in a MAC environment preferred. Experience and proficiency with Yardi, Word, Excel, Powerpoint, Microsoft Outlook, and Fluxx. Experience working with Box is a plus.
- Ability to stay abreast and implement best practices of the sector.
- Experience working in the Nonprofit sector preferred.

What We Offer

Sobrato Philanthropies promotes equitable and rewarding compensation for its team. Salary is commensurate with experience, plus a competitive benefits package with perks including medical, dental and vision coverage; life insurance; 401(k) plan with generous employer match; paid time off; vacation and holidays; access to professional development resources; matching gift contributions; an Employee Assistance Program (EAP); cell phone reimbursement; public transportation passes; dedicated parking; stocked kitchen snacks and beverages; and many employee events and lunches!

Beyond competitive salaries, benefits and perks, joining Sobrato Philanthropies is an opportunity to build upon the Sobrato family legacy of strong values, deep commitment and large-scale community impact. Sobrato Philanthropies is dynamic, growing, encourages collaboration and continuous learning, and is committed to fostering a culture of inclusion. Our team has the opportunity to contribute immediately taking on meaningful work alongside caring, talented colleagues.

[Apply through ADP Workforce Now.](#)