

Job Posting, April 2025

## **Walsh Park Benevolent Corporation—Program Manager**

### **The Opportunity:**

Walsh Park Benevolent Corporation is seeking a Program Manager responsible for executing Walsh Park's mission to provide affordable housing, maintained in good condition, to those who work on, and contribute to, the Fishers Island community through active participation and/or volunteer efforts in Island-based activities and formal organizations.

Formed around 1990 with the development of Peter's Way homes, Walsh Park's portfolio now houses approximately 30% of Fishers Island's year-round population in twenty-one single-family homes, three multi-tenanted buildings containing 14 apartments, a four-acre land parcel zoned for four single-family homes, and two commercial buildings.

The Program Manager works closely with the President and with other members of Walsh Park's Board on strategic and operational initiatives to help grow Walsh Park and fulfill its mission.

### **Duties and Responsibilities:**

- Manage and execute recurring property portfolio operations, including rental billing and collection and payment of expenses. Arrange, schedule and monitor recurring maintenance of owned properties. Coordinate with architects and general contractors to identify, evaluate and execute non-recurring repairs, replacements and building improvements;
- Responsible for managing the leasing process. Initiate and reply to tenant communications in a responsive, professional manner that balances both Landlord and Tenant's lease obligations with common sense;
- Monitor tenant compliance with lease obligations and rules and regulations;
- Oversee, and coordinate with legal counsel, the execution of new leases, renewals and material tenant correspondence. Oversee Property and Liability Insurance by coordinating with insurance advisor, initiate and manage claims to ensure appropriate recoveries;
- Ensure property condition is maintained well through recurring maintenance program. Manage with Board member and applicable third-party contractor annual inspection of major building systems, interior spaces and exterior grounds;
- Identify and evaluate non-recurring material maintenance or capital improvement projects and review with Board's Building Committee. Manage project documentation and oversee performance of third-party contractors/service providers;
- Responsible for written communication with Walsh Park's Board of Directors, including six Board meetings per year, preparation of a monthly report, etc;

- Manage Walsh Park's financial resources, including preparation of financial statements, accounting for cash and investment accounts. Coordinate with auditor in the preparation of an annual financial statement and periodic filings with New York State;
- Administer annual fund solicitation, gift recording and acknowledgement. Orchestrate community-wide recognition events such as Walsh Park golf outing;
- Communicate with and support Board Members and Committees on their respective activities, such as Building Committee and Capital Campaign Committees.

**Requirements and Skills:**

- Experience with and/or familiarity with residential real estate management;
- Ability to communicate well with Walsh Park community members and work effectively with service providers, donors and Board members;
- Strong creative problem-solving and people skills;
- Effective written and oral communication skills;
- Experience with, and aptitude for, technology applications including financial statements (Quick Books), tenant billing and work-order management, analysis and communications (Excel, Word and Zoom);
- Represent Walsh Park professionally and personally in a positive manner and as an active member of the Island community.

**Compensation:**

- Salary will be dependent on various factors, including but not limited to a qualified candidate's experience and credentials, salary expectations and other market conditions. Compensation may include a merit-based bonus or housing at the discretion of the Board of Directors;
- Benefits including a 401-K plan and contribution to health insurance are available.

*Interested candidates should send a cover letter and resume to David Congdon, President—Board of Directors, Walsh Park Benevolent Corporation at [dcongdon@walshpark.org](mailto:dcongdon@walshpark.org) and cc: [info@walshpark.org](mailto:info@walshpark.org). Questions may also be submitted to this email address.*