

Stadium District Flats

Position Description:



Remote Property Manager for Leasing & Resident Services Specialist

Anticipated workload of approximately 30-40 hours per week

Remote Position

Independent Contractor Engagement

Overview:

Join our real estate investment team at [Stadium District Flats](#), overseeing a growing portfolio of 75+ units and active residential development projects. We are searching for a Property Manager focused on Leasing & Resident Services to function as a remote team member. Your role will center on leasing processes, residential rentals, resident communications, and exceptional tenant service to support a thriving and engaged residential community.

Responsibilities:

- ***Leasing & Marketing***
 - Manage leasing activities across multiple properties, including responding to inquiries, scheduling tours, coordination with local assistants for showings, and tracking lead sources
 - Prepare and update online listings for available units across various platforms
 - Lead effort to screen potential tenants, oversee application reviews, send lease offer and support the lease signing process
 - Monitor vacancy rates and comparable rental comps to proactively market units and price appropriately to ensure optimal occupancy and drive net operating income
 - Conduct market research to stay informed about rental trends
 - Collaborate with the marketing and social media team to create materials and campaigns that attract qualified tenants
- ***Resident Services, Communication and Lease Renewals***
 - Serve as the primary point of contact for resident inquiries and leasing concerns, ensuring timely and professional responses
 - Manage resident renewal programs to ensure a minimum of 60% annual lease renewals
 - Monitor lease expiration dates, manage the lease renewal process, including preparing and distributing renewal offers
 - Develop and implement community engagement initiatives to promote a sense of belonging

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- **Admin and Cross Cutting Efforts**
 - Maintain and update resident information in the property management CRM
 - Track and manage leasing-related metrics, generating reports for the leadership team
 - Review and Present monthly property budget and actual report to leadership
 - Prepare and review lease documents, ensuring compliance with legal and company standards
 - Assist with routine property monitoring and prepare reports on leasing performance
 - Assist with screening, interviewing, and onboarding new vendors as needed.
 - Periodically review vendor invoices and coordinate payments
 - Cover rotating weekends and overnight shifts to provide 24/7 emergency response and tenant screening support during active listings
 - Support special projects that drive company growth and operational improvements
 - Provide back-up support for property maintenance and rental turnover tasks as needed
 - Assist in coordinating emergency maintenance responses and vendor dispatching.
 - Support other duties as assigned to ensure the success of a small, innovative, and growing team

Qualifications:

- 5+ years of general sales experience required, including demonstrated success in a remote sales environment
- 5+ years of property management or leasing experience, preferably in a remote setting, is preferred
- Bachelor's degree in Marketing, Business or a related field for leasing required
- Strong understanding of the full leasing process, including tenant screening, lease documentation, and resident communication is beneficial
- Hands-on experience overseeing Leasing through both remote operations and onsite/corporate teams, beneficial
- Demonstrated success working in a remote, highly autonomous environment,
- Exceptional interpersonal and oral communication skills and confident personality
- Ability to manage and prioritize multiple projects, customers and staff members at the same time, with competing deadlines and expectations
- Must be extremely detail oriented and attention to detail is required
- Ability to thrive in a remote work environment, being conscious of differing time zones between team members for scheduling and communication purposes
- Familiarity with property regulations, compliance, and housing authorities.
- Enthusiasm for contributing to a growing company in a fast-paced setting.
- Technology savvy critical to success of this position,
- Strong interest in helping to stand up growing company in a fast paced, dynamic environment

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- Motivated, self-starter who manages time well and thrives in a rapidly evolving environment working independently
- Ability to find solutions with limited resources and an ability to influence outcomes with customer in mind
- A well-rounded, flexible, energetic, and positive “can do” approach is critical for success in this position
- Demonstrated experience working closely with high-level executives and being receptive to direct feedback from senior leadership.

Work Expectations & Transparency

- **Schedule & Availability:** The contractor must generally be available Monday through Friday during core business hours of 10:30 AM – 6:30 PM U.S. Eastern Time (ET) for meetings, vendor coordination, resident communication, and operational support. The contractor will also participate in an agreed rotating weekend and overnight emergency-response schedule.
- **Anticipated Workload:** The anticipated workload is approximately 30–40 hours per week, although actual hours may vary based on property activity, projects, and emergency-response needs.
- **Exclusive Work Hours:** The contractor may provide services to other clients but may not perform outside work during hours billed to Stadium District Flats or engage in activities that create a conflict of interest.
- **Time Tracking & Productivity:** This role requires the use of time tracking and productivity software (Hubstaff or equivalent) for time verification, billing, and project accountability.
- **Method of Work:** The contractor will control the manner and method used to perform the services, subject to agreed deadlines, property standards, legal requirements, budgets, and required outcomes.
- **Independent Business:** The contractor may provide services to other clients, is responsible for applicable taxes and insurance, will provide their own equipment and workspace, and will not be eligible for employee benefits.

Required Tools and Equipment Provided by the Contractor:

- Your own equipment and workspace
- Laptop with reliable internet connection
- Printer
- Cell Phone able to support required apps
- Scanner or scanning abilities (cell phone apps to scan docs are acceptable)
- Antivirus software, VPN, and other IT tools to meet company requirements
- Backup power and backup internet

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About US

Stadium District Flats [www.StadiumDistrictFlats.com] is our Residential Living brand of Merkeley Ventures. All communities we invest in are self managed under the Stadium District Flats brand. The portfolio includes unique residential homes and apartment communities across the country. At Stadium District Flats we leverage innovative technology to enable remote ownership, utilizing the Flex Property Management model, this removes the need to leverage a patchwork of local property managers across the country. Stadium District Flats invests in distinctive, high-end rental properties that enable our residents to live, work and play locally in urban communities.