



Property Manager Development Program

You're looking to grow. Let's do it together.

Begin your career in the Real Estate Industry as an [Associate Property Manager](#) and experience industry-leading training and development via a hands-on program surrounded by professionals from all facets of real estate.

[Phase 1: Systems & Support](#)

Your first 12-18 months, includes technical training in the commercial real estate industry's premier systems including JD Edwards, e-builder, Building Engines and more. You'll train in other areas as well, as you provide critical support to a team of **3 to 4** experienced property management professionals. This same, experienced team provides YOU five separate immersive exercises in key property areas including: budgeting & expense management, commercial roofing, tenant liaison outings, parking lot/pavement care, repair and restoration and handling your own Capital project. Each experience includes instruction, coaching and feedback. The intent of Phase 1 is setting you up for success to manage your own property portfolio in Phase 2.

[Phase 2: Your Shopping Center Portfolio](#)

With the successful completion of Phase 1, you'll move to managing your own limited portfolio of shopping centers. This opportunity will be challenging, but manageable and allow you to take ownership and accountability for all facets of the properties. Here you'll relinquish the responsibility of supporting other PMs, focusing solely on your own portfolio. Your supervision and guidance will come from interaction with an experienced senior property manager, property management director and vice president of property management. During Phase 2, you will continue training on systems and processes while you take on a direct property management role.

[Bonus: As you move from Phase 1 to Phase 2, if you make a successful referral for an employee to replace your former role, you'll receive a special bonus of \\$3,000.](#)

[Career Growth](#)

Aside from your own desire to grow, time in portfolio (TIP) cannot be understated as relates to property management careers. It's the real life experiences, along with measurable areas of achievement, plus feedback from those around you that assist you in growing and improving. As TIP increases, your PM skillset should round out too -- finance, negotiations, property/site work and importantly, tenant relationships. Your career can progress in responsibility and title/pay, by taking on more centers, by moving to other BRX markets or regions, and/or you can set a goal to learn to manage others. Another option is to leverage Brixmor's industry relationships to seek and join another firm.

Phase 1 / Property Management Assistant

TRAINING MODULE / ACTIVITY	VALUE/PURPOSE
On-boarding	Learn about Brixmor's mission, culture and ethics. Understand its organizational structure and the "Who's Who" of a leader in the shopping center industry.
Learning the Language	Become well-versed in the terminology of the shopping center industry.
Office Systems	Learn how to use all office systems, equipment and processes.
IT Resources - Basic	Learn how to use the basic IT programs & apps, system directories and knowledge resources available to the team.
IT Resources - Advanced	Master all of the functional programs that enable us to manage one of the industry's largest portfolios (JDE, P2P, BE, BI, etc).
Processes	Learn all of the core functional processes for managing our business (contracts, vendor set-ups, incident reports, payables, etc).
Field Work	On site training and experience in shopping center operations.
Business Meetings	Participate in regional-level meetings covering key business objectives. Attend strategic, decision-making meetings to hear the thinking behind the decisions (enhancement project review, capital project review, etc).
Budgeting/Financial	Acquire the basic accounting knowledge needed for property management. Assist with the budget workbooks and standard budget development.
Tenant Relations/Customer Service - Basic	Learn the most effective and customer service-centric ways to communicate with tenants.

Phase 2 / Associate Property Manager

Proudly Owned By Brixmor	Obtain the core competency of evaluating and achieving first-class property presentation and operations.
Facility Management - Basic	Obtain the core competency of basic knowledge in key facility systems (roof, paving, fire systems, HVAC, electrical, etc). Learn the basics of contractor/vendor management.
Financial Management - Basic	Become skilled in budgeting, budget management, forecasting, and variance analysis.
Capital Planning	Learn how to analyze and plan for capital needs. Master the processes of an industry-leading operator (roofing, paving, etc).
Facility Management - Advanced	Acquire a more in-depth knowledge of facility systems that will allow you to make informed business decisions. Expand your knowledge base into more technical areas (ADA, energy management, code compliance, etc).
Financial Management - Advanced	Make strategic financial management decisions that positively impact NOI (utilizing capitalization, recovery & cap analysis, maximizing RevGen, etc).
Property Management Standards of Excellence	Understand what makes Brixmor's property management team the best in the business and work on identifying a personal plan for development.
Tenant Relations/Customer Service - Advanced	Solidify relationships and rapport with our most important client, the tenants.