

Property Manager

January 28, 2026

Location: Marion Gerrish Community Center (MGCC), 39 West Broadway, Derry, NH 03038

Employee Type: Part Time; **anticipated 20-30 hours p/ week**, not to go over 40 hours p/ week;

Flexible hours: Fridays are required. Hours may fluctuate & weekend hours may be required based upon needs, events & projects.

Sample schedule could be Monday – Friday 8am-12pm or M, W, F 8am-3pm

This position reports to: Operations Manager

Rate of pay: \$27 per hour

About us: The Marion Gerrish Community Center is a nonprofit organization, in business for 54 years, that provides meeting space to 150 different organizations including sports teams, business groups, service organizations, support groups, clubs and more. In addition, the community center provides a wide variety of programs. The Center is open Monday – Friday 8:30 am – 9:45 pm and Saturdays 9 am – 4:45 pm. The main source of revenue for our nonprofit is our Thrift Shop. Customers donate items that we resell for a nominal cost, which provides another resource for our community! This is a very busy store open for shopping on Monday & Saturday 9 am to 4 pm and Tuesday - Friday 9 am to 7 pm. The Property Manager interacts with both the Center and Thrift Shop operations. We are a fun place to work with a great team of coworkers!

Benefits:

- Supplemental benefits with company stipend after 90 days.
- Flexible hours.
- Additional hours available.

General Position Description:

The Property Manager is responsible for the care, maintenance & progression of the entire property (both inside and outside) located at 39 West Broadway including budgeting, scheduling, execution, oversight, and related correspondence. The position is a “jack-of-all-trades” general handyperson who will work to keep the MGCC running in top operational condition. The ideal candidate will have excellent working knowledge of all areas of property maintenance. The Property Manager will execute, maintain & update a calendar of cyclical maintenance, inspections, decorations, and reports. The Property Manager will work with the Operations Manager to develop an annual facility plan and budget, including review of the Asset Replacement Plan. The Property Manager will be responsible for executing small to medium repairs for the MGCC and work within the assigned annual budget and timeline (see addendum: *Sample Property Manager Jobs 2026*). If a large repair (ie: electrical or plumbing) is beyond the scope of the Property Manager and/or annual budget, s/he will advise with solutions and budget for approval. Property Manager will meet with related vendors during quotation & completion process. Property Manager will ensure the exterior of the building and grounds are in excellent working & aesthetic condition including appropriate holiday decorating. A professional demeanor is required to work with vendors, town officials, coworkers and customers. The Property Manager may be called in due to an emergency building situation and will be on the Police, Fire and Security alarm lists. Property Manager may act as a backup Donation Receiver and/or Building Monitor for callouts and/or vacations on evenings and weekends. Although this position reports directly to the Operations Manager, the Property Manager may also receive directives from the Thrift Shop Manager and Executive Director. **Experience is required to be considered.**

This person will need to be versatile, creative, and flexible to keep our 150+ year-old, beloved building operational, safe, and looking good on budget! There is no “typical” day, you may be painting; fixing concrete steps; replacing drywall; meeting vendors for quotes; changing light bulbs; fixing a doorknob; contacting the Town of Derry regarding plowing; replacing vacuum parts or mowing the lawn. There is no perfectly plumb wall in the building, you need to be able to work with an older building.

Key Responsibilities Include:

- Ensure that all general maintenance of the building is complete & that the building is safely & properly maintained.
- Make sure main building systems are properly maintained, following schedule, via outside contractors including alarms, heating/cooling systems, sprinkler systems, etc...
- Perform seasonal, outdoor duties such as mowing lawn, raking leaves, light snow removal & salting.
- Responsible for monthly inspections of all safety equipment to ensure proper operating order.
- Self-motivated to ensure annual plan is executed on time and budget.
- Creative problem solving for projects and maintenance on a budget.
- Be a member of the Safety Committee and attend 4 meetings per year.
- Assist with special event programming such as Family Fun Fest, What’s the Scoop Around Town and Community Pumpkin Carving including moving supplies to offsite locations.
- Special projects assigned to include light to medium levels of work.
- Meet with vendors when quoting outside, related maintenance work.
- Be present when outside vendors are completing work at 39 West Broadway, such as quarterly carpet cleaning.
- Ensure the workshop, outdoor shed and related work areas are kept organized and clean.
- Pick up supplies as needed for projects.
- Available for on-call basis for emergencies, snow removal and back up support to evening/weekend monitors.
- Inventory supplies.
- Dump drop off as needed.
- Cross-train as Donation Receiver and/or Building Monitor so can fill in, if needed.
- Contribute to team effort by effectively performing duties and communicating with coworkers.
- Willing to be interrupted, while performing required duties, to assist with MGCC operations.
- Other duties as assigned.

Additional Requirements, Knowledge, Skills, and Experience Include:

- Prior experience required.
- General knowledge of building and outdoor repairs & maintenance.
- Knowledge and ability to use machines and tools with skill and safety.
- Ability to lift 50 pounds.
- Current, valid driver’s license and ability to drive company van.

- Good driving record with required completion of NH Release of Motor Vehicle Records
- Required completion of NH Criminal Records Release
- Demonstrated careful attention to detail.
- Resourcefulness and initiative; ability to operate with minimal supervision while still being able to take direction.
- Ability to prioritize, handle multiple projects simultaneously and be self-motivated.
- Professional demeanor & representation of the Marion Gerrish Community Center.
- Ability to adapt and work in a fast-paced environment.
- Must be able to take direction and get along with coworkers.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to drive the company van, talk, hear, write, and read. The employee is frequently required to stand; walk; use hands and fingers; reach with hands and arms and lift/move up to 50 pounds. The employee is occasionally required to sit; climb or balance; stoop; and crouch. The employee will need to ascend & descend ladders and stairs.

- Environmental Conditions: noise, atmospheric conditions, toxic chemicals such as cleaning solvents & exposure to weather. Protective gloves and mask and ear plugs are available to employees.

Employee Signature & Date

Executive Director Signature & Date

Operations Manager Signature & Date

Sample Property Manager jobs 2026

To Start

- Inventory supplies & equipment in the workshop.
- Inventory the items in shed.
- Learn and get all contact information for outside vendors.
- Get MGCC email address.
- Get added to all alarm lists as #1 responder in case of emergency.
- Get alarm code and full set of keys.
- Review the grey, product file cabinet.
- Become familiar with all operating systems (plumbing, electrical, heating, etc)
- Learn all outlets and the correct breaker box they correspond to.

Small

- Weekly inventory of all janitorial supplies.
- Monthly safety checks through entire building.
- Every time you work, walk the parking lot and inside property to learn and watch for any changes.
- Clean up any garbage as you walk property.
- Weekly change the outdoor garbage cans.
- Clean and change filters on air purifiers and air conditioners including attic system 2x per year.
- Go through the attic and cupola areas 2x per year to check for structural changes.
- Shake out entrance mats.
- Clean front and back entrances including light fixtures.
- Refinish wood trim in building using Old English, wood putty and stain.
- Meet with the Safety Committee on quarterly basis and follow up on any findings.

Large

- Remodel of Thrift Shop
- Replace ceiling tiles in Center and Thrift Shop. (this is ongoing)
- Touch up painting in Thrift Shop, especially around front counters.
- Touch up painting various rooms in Center. Room 2!
- Repaint 5 bathrooms with special paint.
- Remove built-in cabinets in room 2 and change into a closet (switch doors?)
- Remove built-in cabinets in room 5 and change into a closet (switch doors?)
- Wainscotting overlay with chair rail in room 5?

- Improve Thrift Shop closet & paint interior, maybe install stick on lighting.
- Are we removing the barn board from room 2?
- Are we removing the barn board from small hallway?
- Are we repairing or replacing the window casings in room 2?

Outside Vendor

- Shoring up elevator wall in basement to stop further slope to 3rd floor (Town of Derry)
- Replacing flooring in upstairs hallway with method of leveling floor by elevator.
- Replace front stairs using outside vendor? Do we need?
- Turn on outdoor sprinklers via outside vendor (Greener Days)
- Quarterly carpet cleaning.

Seasonal

- Sweep away ice melt from entrances.
- Coming in after all snowstorms to assist with general clean up. Town of Derry plows. We need paths in front and back yard. Install cones in areas where snow hazards. Open parking spots as needed.
- Keeping ice melt buckets full.
- Clean all air conditioners including room 4, 5A & DBR central air.
- Install air conditioners in the employee kitchen and Sarah's office (in electric room)
- Set up outdoor parking lot equipment including seasonal speed bumps and parking markers.
- Set up games in the backyard & Connect 4 in front yard (chained to sign).
- Change timers of light on outdoor sign.
- Add solar lighting in the backyard.
- Set up solar 'twinkle lights' in the backyard.
- Prep back yard including watering and reseeding as needed.
- Lawn mowing
- 4 large-scale community events require assistance to set up and prepare.