



Leasing Manager - Retail

Reporting Manager: Senior Director of Real Estate Operations

Location: Seattle, Washington

Classification: Non-exempt/Hourly

POSITION

The Leasing Manager will be responsible for all aspects of retail leasing of a diverse retail portfolio. This person will manage the company's commercial retail leasing by working closely with and managing other internal resources and outside leasing professionals to achieve company leasing goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and execute the leasing strategy for each individual property.
- Develop annual pro forma projections for each property throughout the year.
- Develop annual projections for each property with regards to Leasing Term (timing, term, rate, TI's and concession package).
- Develop an influential broker network to solicit market intelligence and market comparables. Identify opportunities to network and create positive brand awareness for Tarragon and individual properties. Proactively communicate shifts in the market landscape with Development Team.
- Track new Tenants in the market and significant movement or renewals in the marketplace.
- Develop method to gain access to National and Regional head of Leasing for target tenants. Determine best method for maintaining key contacts (i.e. CRM tool).
- Develop merchant outreach and communication in conjunction with property management team.
- Design and work with Marketing Team to implement targeted marketing strategies geared towards particular user types or property initiative. Design and implement prospecting program including email campaigns and cold calling targeted toward prospective tenants.
- Develop and manage communication in the brokerage community. Manage the frequency of email campaigns, floor plan and flyer distribution, and planning of open house events while always ensuring the accuracy of website and other marketing materials.
- Drive broker communication with autonomy throughout the lease transaction (preparing tour materials, arranging tours, pushing for RFP, negotiating LOI and lease language). Coordinate with Development and Property Management Team to ensure smooth move-in experience. Integrate communication with internal team as needed and with the proper level of urgency.
- Track with the Tenant Improvement construction to ensure the budget and schedule are in alignment with Lease Terms. Drive the speed and accuracy of response time with internal and external partners.
- Utilize creative solutions throughout LOI and Lease Negotiation process. Develop multiple negotiation methods and strategies to maximize property value throughout the process. Identify opportunities to increase the speed and accuracy of the initial proposal and countering process.



- Develop, evaluate and make recommendations based on thorough Financial Analysis. Ability to design, maintain and refine modeling tools.
- Proactively communicate and manage (with Property Management Team) renewal negotiations of existing tenants. Identify opportunities to maximize property value and incentivize the tenants to engage negotiations at the appropriate time.
- Lead planning and preparation efforts for ICSC conferences. Determine key meetings, events and strategic influence opportunities. Coordinate arrangement and follow up communication with key tenants and brokers.
- Develop and maintain a method to track leasing activity for regularly scheduled internal meetings and management-level communications. Design and maintain system for tracking files in electronic and hard copy form.
- Develop leasing strategy for challenged spaces. Look for opportunities to incorporate this knowledge into future developments.
- Develop standard language for proposals/LOIs and understand the legal implication of the subtle nuances. Develop Lease Exhibits and Execution Documents as needed.
- Design templates for standard lease language, leasing reports, letters and memos as well as identify any additional supporting documentation that could be standardized.
- Manage ongoing communication via phone and email with prospective tenants in a timely manner. Develop strategies to qualify tenants, record and track pertinent information. Use time wisely and identify opportunities to create additional efficiency.

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor's Degree and a minimum of 5 years work-related experience in commercial brokerage or commercial real estate industry. Prior knowledge of acquisitions, tenant improvement construction, leasing and dispositions preferred.
- Experience with managing transactions and coordinating with institutional level landlord's property and project management team.
- Competency in Microsoft Word, Excel, and Adobe Creative Suite.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Balanced decision making
- Ability to develop & analyze complex calculations
- Attention to detail
- Accountability for others
- Ability to delegate (and follow up)
- Creative problem solving
- Customer oriented
- Self-management
- Excellent written & verbal communication skills
- Handling stress
- Long range planning
- Personal accountability
- Persuading others
- Proactive thinking
- Problem management
- Results oriented
- Specific industry or job knowledge



HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to tarragonjobopportunities@gmail.com:

- Resume
- Cover letter

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, marital or veteran status, or any other legally protected status.