



JOB DESCRIPTION

Job Title: Specialty Leasing Manager

Department: Leasing

Location: Aurora, Illinois

Reports To: SVP, Business Development

FLSA Status: Exempt

Primary Purpose:

The Specialty Leasing Manager (SLM) will identify, evaluate, and develop short term local, regional, and national leasing tenants, advertising partners, and other income-generating opportunities in the common area and temporary in-line locations for Fox Valley Mall. The SLM will be responsible for prospecting, negotiating & securing Lease Agreements that enhance the shopper experience while achieving the financial objectives of the property, including the referral of prospective tenants to leadership for approval, as well as managing & leading Short-term Lease administration and tenant presentation at the property. Must communicate effectively and persuasively with prospective and existing tenants at the local, regional, and corporate level. Strong rolodex of local & regional businesses & advertisers is helpful.

Principal Responsibilities:

The successful candidate's responsibilities include, but are not limited to: Locating, identifying, evaluating, and signing Specialty Leasing tenants, Partnership Marketing/ Media advertisers, and other income sources for the shopping center in both common area and available in-line spaces.

- Developing and implementing a merchandising plan that freshens the consumer experience with best in class local & regional businesses as well as national pop up partners that complement the permanent leasing tenant mix.
- Developing, maintaining, and growing relationships with existing tenants.
- Collaborating internally to sign deals that drive synergy across all disciplines creating a cohesive and well thought out tenant mix & shopper journey.
- Regularly canvassing the trade area to identify new tenant/partner opportunities, networking with local small businesses & entrepreneurs, and attending relevant trade shows and events to expand the business.
- Networking with area leasing representatives and industry associates.
- Identifying and developing new leasable locations in the common area.

Negotiating lease agreements:

- Establish SL rent guidelines, rate cards, and income objectives for the property based on analysis of sales, permanent leases and income goals of the property.
- Negotiate Lease Agreements and submit tenant information, terms, locations, and use clause for approval.
- Generate SL income to achieve assigned SL financial goals.
- Ensure maximum occupancy and minimum downtime occurs.
- Support in-line leasing efforts by assisting in identifying, developing local tenants into potential permanent tenants.
- Submit reports timely to identify deal making, forecasting, revenue goal achievement and other program implementation status.
- Assist SVP and National Account Director – Specialty Leasing in identifying potential national tenants and collaborating on the completion of SL national tenant deals.

Coordinating SL-related administrative duties with General Manager and other property management staff:

- Coordinate completion of Lease Agreements, SL program administration and SL tenant setup.
- Monitor rent collection, income transmittals, sales reporting, and the accurate processing of Lease Agreements.
- Monitor monthly property and Home Office SL income and expense reports.

Assist General Manager in achieving best-in-class merchandising and visual presentation:

- Monitor optimum placement of units/tenants in the common area.
- Coordinate merchandise mix with leasing, marketing, and management to ensure best use of space.
- Communicate the required SL visual presentation standard to current & future tenants.
- Coordinate activity of Visual Merchandiser and tenant to yield best in class visual presentation of tenant.

Minimum Qualifications:

- Bachelor's degree preferred.
- Minimum three (3) years of general business, sales, leasing, media, or retail experience.
- Basic math and accounting skills.
- Computer skills – Excel, Word, Outlook (PowerPoint is a bonus).
- Well-developed interpersonal and negotiating skills.
- Effective oral and written communication skills.
- Resourcefulness, creativity, and well-developed awareness of design principles.
- Some overnight travel may be required.
- A community builder with a passion for being part of retail reinvention & evolution.

Qualified candidates should submit resumes to Tami Morris at tmorris@centennialrec.com.