

**Class Title:** Property/Leasing Manager

**Position Summary:**

Responsible for the overall management of the industrial and commercial properties to satisfy the requirements of the MTAA and tenants; to preserve and increase the value and integrity of the properties; and to meet financial objectives. This position shall plan and execute leasing activities in an effort to prevent costly vacancies. Responsibilities include marketing properties, screening potential tenants, negotiating lease terms and following up on rental payments. Depending on the property, may address these tasks personally or through leasing agent.

**Essential Job Functions:**

**Marketing** (as directed by and with the approval of the MTAA President)

- implement marketing initiatives to achieve occupancy goals
- manage and control advertising budgets
- advertise and fill vacancies
- obtain referrals from existing tenants
- process applications and follow up with applicants
- promote and show properties to prospective tenants
- interview, qualify and place tenants
- maintain updated availability reports
- keep rental at optimum capacity
- maintain in-depth knowledge of market conditions

**Administrative** (as directed by and with the approval of the MTAA President)

- negotiate, prepare and enforce leases
- complete all required paperwork for new tenants
- ensure the premises is ready for new tenants
- maintain all statutory required records
- ensure compliance with relevant laws and regulations
- enforce terms of rental agreements

**Financial** (as directed by and with the approval of the MTAA President)

- establish appropriate rental rates by conducting market research, determining costs and considering profit goals
- ensure timely payments and collections to minimize rental arrears
- coordinate default proceedings
- schedule expenditures
- collect security deposits
- provide leasing rate changes to accounting for invoicing
- prepare annual budgets
- analyze and correct budget variances
- keep accurate and up-to-date financial records
- prepare monthly leasing reports

**Tenant Relations** (as directed by and with the approval of the MTAA President)

- orient new tenants to the property
- investigate and resolve tenant complaints and concerns in a timely and efficient manner
- enforce MTAA Rules and Regulations
- maintain timely communications with tenants

**Maintenance** (as directed by and with the approval of the MTAA President)

- monitor and complete maintenance and repairs timeously and cost-effectively
- ensure security of premises and maintain security devices
- organize incoming and outgoing inspections and prepare inspection reports
- implement preventative maintenance programs
- oversee capital improvement projects
- negotiate and manage contracts with outside vendors

**Desirable Qualifications:**

**Education and Experience**

- College degree; or equivalence in experience and education
- understanding of financial and accounting principals
- understanding of marketing and customer service principles
- working knowledge of marketing and sales activities
- working knowledge of budgets and financial statements
- working knowledge of contracts and agreements
- working knowledge of building and grounds maintenance
- computer proficiency including MS Office and property management software
- knowledge of relevant local, state and federal legislation and regulations

**Key Competencies**

- communication skills
- negotiation skills
- customer service orientation
- planning and organizing
- attention to detail
- resource management
- data collection and management
- supervisory skills

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. **Individuals must be able to pass a Triple I (III) and/or CHRC Fingerprint background check.**