

Job Title: Commercial Leasing Officer

Department: Development

Supervisor: Commercial Leasing Manager

Work Location: Main Office, OTR & Central Business District

FLSA Status: Exempt

EEOC Job Classification:

Please apply at 3cdc.org/careers

Organizational Overview:

3CDC is a private, non-profit, full-service, real estate development and finance organization focused on revitalizing Cincinnati's urban core in partnership with the City of Cincinnati and the Cincinnati corporate community. 3CDC's work is specifically focused on the Central Business District and in the Over-the-Rhine neighborhood. 3CDC invests in and develops residential, office and retail properties, parking facilities and civic spaces. 3CDC also manages multiple real estate assets and provides event production services and management for major civic spaces including Fountain Square and Washington Park. With an annual operating budget of \$8.5 million, 3CDC has a staff of close to 80 full time and 120 part-time employees engaged in real estate development, property management, event production, civic space operations, marketing, public relations, fundraising, finance and accounting. To date, 3CDC has invested in real estate projects totaling over one billion dollars. In addition, 3CDC manages over 22 assets with annual operating revenues totaling more than \$20 million.

3CDC also manages The Cincinnati Equity Fund and the Cincinnati New Markets Fund (the Funds). These investment funds, totaling about \$155 million, provide necessary financial capital to 3CDC's development projects.

Job Summary:

The Commercial Leasing Officer is responsible for coordinating leasing activities and supporting the execution of strategies related to the organization's annual leasing plan. This position takes the lead on screening prospective tenants, conducting tours, and facilitating the lease flow process. The Commercial Leasing Officer supports the Commercial Leasing Manager in lease negotiations while also supporting the Commercial Buildout Team in the initial phases of the tenant buildout process. This position is also responsible managing the organization's retail pop up program which includes marketing the program, identifying and selecting participants, coordinating turnover, and measuring the program's success.

The ideal candidate will have experience in commercial real estate sales or leasing, drafting, and negotiating lease documents, and working autonomously in a fast-paced environment. This candidate will have demonstrated ability to organize necessary resources, including people and tools to meet deadlines and achieve desired results. An ideal candidate will have experience in a client facing role, exceptional organizational and time management skills and enjoy working on a highly interactive team.

The Commercial Leasing Officer reports to the Commercial Leasing Manager.

Tasks:

The Commercial Leasing Officer's responsibilities include but are not limited to the following:

- Prospect for retail, office, and restaurant tenants, making direct contact with prospects and following up on leasing inquiries received via email and phone, or as directed.

- Screen prospective commercial tenants, collecting business concept information while also selling prospective tenants on a partnership with 3CDC.
- Host property tours, accurately & enthusiastically communicating the benefits and features of our property portfolio.
- Create tenant profiles and log all activity in a timely manner using the organization's customer relationship management tool.
- Create, maintain, and distribute leasing activity reports on an ongoing basis.
- Facilitate the lease flow process for selected prospects, moving prospects through the discovery, base terms, due diligence, LOI and lease stages in an efficient manner.
- Draft or coordinate the preparation of lease documents (LOIs, leases, amendments), including managing negotiations.
- Implement creative marketing and advertising plans in partnership with the Communications team, including updating and maintaining an online presence for all spaces.
- In collaboration with the Property Management team, maintain appearance of available commercial spaces.
- Launch and manage a retail pop up program which includes curating a unique mix of concepts, advertising the program to prospective participants and consumers, and coordinating the financial, legal and construction details of the program participants.
- Special projects as required.

This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by their immediate supervisor and other management as required.

Qualifications:

- Bachelor's degree from an accredited college or university in a related degree program is preferred.
- Real estate sales/leasing experience a plus; or demonstrated ability to close deals
- Excellent oral and written communication skills.
- Experience with client focused processes and client relationships, prospecting skills, and negotiation/closing skills.
- Demonstrated ability to execute sales/leasing strategies.
- Applicant should require minimal oversight, be organized, hardworking, and have an eye for details.

Skills or specialized knowledge:

- Extensive knowledge using Microsoft Office.
- Must be able to maintain the highest degree of confidentiality.
- Have familiarity with leasing documents and the ability to draft lease negotiation documents such as Letters of Intent (LOI's), and other correspondence in an efficient, professional, and timely manner.