
Specialty Leasing Manager

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 4M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

The Specialty Leasing Manager will identify, evaluate, and develop short term local, regional, national, and international leasing tenants, advertising partners and other income-generating opportunities in the common area and temporary in-line locations for the Shape Portfolio. The Specialty Leasing Manager will be responsible for prospecting, negotiating, and securing agreements that enhance the shopper experience while achieving the financial objectives of the property. Must communicate effectively and persuasively with prospective and existing tenants and brands at all levels.

Primary Job 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 portfolio in both common area and available in-line spaces.

Specialty Leasing Business Plan

- Develop and implement a specialty leasing business plan and temporary leasing program to increase and diversify revenue streams generated at the property
- Developing and implementing a merchandising plan that freshens the consumer experience with best in class local and regional businesses as well as national pop-up partners that complement the permanent leasing tenant mix
- Establish specialty leasing rent guidelines and income objectives for the properties

Attract and Retain Specialty Leasing Tenants | Marketing/Media Advertising & Partnerships

- Actively prospect (including cold calling and travel) for third parties interested in temporary leasing opportunities

- Perform various activities to successfully arrange for the lease of space to a variety of parties including preparation, negotiation, and execution of binding license agreements with temporary tenants
- Keep an ongoing prospect list for future availabilities
- Regularly check in on Tenants to ensure ongoing success
- Monitor tenant's ongoing operations and their adherence to effective lease provisions to ensure that the goals of the specialty leasing program are achieved
- Develop, maintain, and grow relationships with existing tenants
- Regularly canvas the trade area to identify new tenant/partner opportunities, networking with local small businesses and entrepreneurs and attending relevant trade shows and events to expand the business
- Networking with area leasing representatives, entrepreneurs, and industry associates

Follow Specialty Leasing Best Practices to Ensure Market Leading Status

- Continuously explore and develop new revenue streams for the properties through industry networking, professional development and learning about new innovative methodologies within the area of specialty leasing and analysis of best practices
- Work with Tenants to review sales and budgets for possible permanent lease options
- Assist Leasing Director with showing vacant units to prospective permanent tenants, acting as an onsite representative
- Ensure vacant units are available and ready to show prospective tenants
- Collaborating internally to sign deals that drive synergy across all disciplines creating a cohesive and well thought out tenant mix and shopper journey
- Identifying and developing new leasable locations in the common area
- Monitor optimum placement of units/tenants in the common area

Enforce Specialty Leasing Policies and Procedures to Ensure Best-In-Class Merchandising and Visual Presentation

- In collaboration with the management team, monitor adherence to and enforce policies related to signage, lease lines and special events to make sure that specialty leasing activity does not interfere with the ongoing operations at the property or enjoyment of lease by permanent tenants and public
- Follow up with specialty leasing tenants on outstanding operational or maintenance items required by either tenant or management
- Negotiate lease agreements and submit tenant information, terms, locations and use clause for approval
- Ensure maximum occupancy and minimum downtime occurs.
- Coordinate specialty leasing related administrative duties with the general managers of the properties
- Coordinate completion of lease agreements, program administration and tenant setup
- Communicate the required specialty leasing visual presentation standard to current and future tenants
- Coordinate activity of tenant and designer to yield best-in-class visual presentation of tenant
- Coordinate move-ins and move-outs, as well as any work agreed upon prior to possession of the unit

Budgeting, Reforecasting, and Reporting

- Develop an annual revenue and expense budget for specialty leasing activities at the property
- Review budgets monthly to ensure best estimates and prepare reforecast on a quarterly basis
- Work with accounting team to follow up on the collection of rents and any other outstanding AR

- Submit reports timely to identify deal-making, forecasting, revenue goal achievement, and other program implementation status
- Monitor rent collection, income transmittals, sales reporting and the accurate processing of lease agreements
- Monitor monthly income and expense reports for the properties

Any other Job-related duties and/or projects that may be assigned.

Qualifications

Required Knowledge, Skills, and Abilities

- Basic math and accounting skills
- Computer skills: working knowledge of MS Office applications
- Strong networking and business development skills
- Well developed interpersonal and negotiating skills
- Effective oral and written communication skills
- Ability to work independently
- Resourcefulness, creativity, and well-developed awareness of design principles

Required Training and Experience

- Minimum 5 years of relevant work experience

Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Specialty Leasing Manager will be required to travel to different sites on a regular basis, as well as visit other comparable competitive projects in the retail marketplace to ensure current and relevant asset management plans.

To apply, please visit our website at <http://shapeproperties.com/careers>