



Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Commercial Leasing Manager			

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

Under the direction of the Director of Leasing, this position is responsible for leasing a large and growing portfolio of commercial properties in downtown Salt Lake City. The Commercial Leasing Manager will work closely with Property Management and potential tenants from start to finish throughout the leasing process.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Drive and coordinate assigned commercial leasing efforts for the portfolio including but not limited to: showing space, preparing lease proposals, creating lease analyses, reviewing lease documents prepared by legal counsel, and tracking progress of the lease activity through online systems such as VTS
- Manage leads, call on prospective tenants and maintain an understanding of the competitive marketplace lease terms and trends
- Tours prospective tenants and brokers through space and conducts presentations to tenants, brokers, and internal management
- Develop and nurture thriving foundational tenant and broker relationships in the industry and with the internal Property Management and Project Management teams to facilitate leasing efforts
- Assist in the design, management, and implementation of the comprehensive leasing program for portfolio vacant spaces
- Work with Director of Leasing to prepare leasing strategy and target prospective tenants as well as completing renewal leases and expansions with existing tenants
- Assists in design and development of marketing brochures, website updates, broker email blasts and related data bases and other marketing materials
- Coordinates with property management and project management teams on build-out and certain lease clauses

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Bachelor's degree and 5+ years of commercial leasing or property management experience or an equivalent combination of education and experience
- Current Utah real estate license
- Strong interpersonal, communication, and organizational skills
- Ability to develop strong tenant and broker relationships
- Proactive and a self-starter
- Demonstrated record of achievement in complex commercial real estate settings
- Proficient in Microsoft Outlook, Excel, PowerPoint and Word
- Ability to learn Yardi and VTS