

Position: Leasing Associate

Job Description –

A regionally recognized developer/owner/operator based in the mid-Atlantic is looking for a leasing professional to execute its vision for its expanding portfolio of retail and mixed-use projects.

The principal duties and responsibilities of the role will include the following:

- Collaborate in all leasing endeavors with respect to the company's retail/mixed-use projects, with primary responsibility for a portfolio of 1 – 2M sf.
- Perform as a member of a seasoned team of 4 - 5 individuals responsible for the leasing of new and redevelopment projects and acquisitions.
- Collaborate continuously with other individuals on the development team from project conception through design, permitting and construction.
- Leverage and expand the network of "best-in-class" retailer contacts and foster strong relationships with both in-house real estate managers as well as third-party tenant representatives throughout the United States.
- Remain ahead of the curve in connection with new concepts in retail and mixed-use merchandising to ensure a state-of-the-art tenant mix.
- Prepare and conduct marketing presentations and merchandising plans
- Meet and call on new prospects and existing clients to determine short- and long-term requirements.
- Prepare written proposals and letters of intent for both existing and new tenants.
- Work on pending transaction leases and exhibits with team, i.e. tenant coordination, construction, legal department.
- Negotiate lease terms and prepare Exhibits.
- Prepare Leasing and other Reports
- Coordinate the final negotiated transaction with development/construction, lease administration, tenant coordination and asset management.
- Research and prepare retail market reports including submarket trends, occupancy and rental rate studies, new developments, and competitive property assessments.
- Attend and participate in industry networking and educational events
- Some travel required
- Other duties as assigned.

Qualifications for this position include the following:

- 4-year college degree required
- 2 - 5 years' experience leasing ground-up, high-profile mixed-use and/or lifestyle projects – submission of a deal sheet is preferred.
- Experience in pre-development leasing.
- Understand budget and timeline goals; offer consistent transparency, communication, and willingness to make recommendations
- Understanding of modern technology and the ability to utilize in day-to-day job activities.
- Team player and a life-long learner with the ability to receive input and ideas from all levels
- Strong drive, energy, and passion for both individual and team-oriented goals with an ability to quickly learn, understand and articulate what makes our company different and successful
- A student of the industry with knowledge of retail trends and where the retail world is headed; understands constantly changing retail
- Must be a team player

Education/Training/Experience

Must have a valid Drivers' License

Must have reliable transportation.
Bachelor's Degree required
2 - 5 years of experience in Commercial Retail Leasing

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is regularly required to talk or hear.

Employee frequently is required to use hands to manipulate and handle entrance and locking devices. Employee is occasionally required to stand, walk, sit, climb stairs or ladders, and reach with hands and arms. Employee must be able to occasionally lift and/or move up to 10 pounds and may be required to move, place, or carry signage. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Employee is occasionally exposed to outside weather conditions. Noise level in the work environment is usually moderate

To be considered for this position please submit a cover letter and resume via email directly to Kristina DeLeo at kdeleo@ggcommercial.com.