



## Leasing Specialist

<b>Job Title:</b>	<b>Leasing Specialist</b>
<b>Location:</b>	<b>Baltimore, MD</b>
<b>Department:</b>	<b>Operations</b>
<b>Job Type:</b>	<b>Full-Time</b>
<b>Classification:</b>	<b>Exempt</b>
<b>Experience Level:</b>	<b>2-3 years related experience and/or training</b>
<b>Education Level:</b>	<b>AA or BA/BS</b>
<b>Annual Salary:</b>	<b>Competitive wage and benefits with experience</b>

**Position Summary:** The Leasing Specialist is responsible for prospecting for new tenants, maintaining renewals of existing tenants, maximizing occupancy at each market, and developing a leasing strategy that fits the short-term and long-term objectives of the organization.

### Responsibilities:

- Leasing Specialist is responsible for overseeing all leasing functions for Lexington Market and Baltimore Public Markets.
- Address current vacancies, properties, and the ideal tenants for each space—develop strategic leasing and marketing plans for each location.
- Schedule showings and complete follow up in a timely manner for all prospective tenants and brokers.
- Understand lease language and draft and review commercial leases and letters of intent.
- Manage negotiations with prospective tenants.
- Negotiate deal terms, letters of intent, and leases to maximize each deal to conform with company goals and leasing objectives including amendments and renewal.
- Regularly walk the properties to inspect building(s) and grounds to fully understand stall opportunities.
- Manage and direct the lease process from the first draft to execution.
- Liaise between tenants/tenants' attorneys/ tenant's brokers/ construction teams.
- Interface with other departments including Property Management, Construction, Accounting, Maintenance, Human Resources, and Marketing.
- Work directly with Marketing Director to develop new strategies to source new tenants.
- Collaborate with Human Resources to performing background checks, credit checks and other responsibilities to see if prospective tenants are qualified.
- Develop and implement policies necessary for improving the profitability and efficiency of a leasing department.
- Communicate leasing strategies openly and effectively to community and government partners
- Perform market competitive set analysis for rent rates and term.
- Work with real estate brokers to prospect for new tenants.

### Competencies:

1. Communication

2. Building Coalition
3. Business Acumen
4. Conflict Resolution
5. Interpersonal Effectiveness
6. Flexibility & Adaptability
7. Marketing and Industry Insight
8. Sales Leadership
9. Technology Expertise

**Attributes:**

- In-depth understanding of the real estate industry, including laws, policies, and best practices
- Advanced sales and marketing
- Active Listening
- Technically Literate
- Proficient in social media
- Organization, project management and time management abilities
- Written Comprehension and Expression
- Managing politics and commercial influences

**Type/Expected Hours of Work:**

- This is a full-time non-exempt position on-site at Baltimore Public Markets and Lexington Market
- Occasional evening and weekend work will be required
- The minimum salary for this position is \$60,000 and increases according to experience.

Job Type: Full-time

**Benefits:**

- Dental insurance
- Health insurance
- Life insurance
- Vision insurance

**Schedule:**

- 8 hour shift
- Monday to Friday
- Weekend availability

Work Location: One location