

THE ACKERBERG GROUP

POSITION DESCRIPTION

JOB TITLE: Leasing Coordinator
DATE: 8/11/2014
DEPARTMENT: Development & Investment
REPORTS TO: Senior Managing Director Investment & Development

PRIMARY FUNCTION: Provide assistance to the Investment & Development Team as required, with special emphasis on preparation of leasing materials, financing applications, and project investment summaries. Work closely with the team to complete leasing activities and project management tasks on assigned projects, including but not limited to, acquisitions, predevelopment process, entitlements, financing, leasing, and hand-off to Commercial Services.

MAJOR DUTIES: Duties may include, but are not limited to:

PURSUIT PROJECTS

- Prepare investment briefs for potential projects
- Prepare LOI's for leasing or purchase with direction from SMD
- Perform due diligence investigation as directed by Project Manager or SMD to evaluate an opportunity
- Research property ownership
- Preparation of relevant maps of key investment focus areas
- Market analysis for key product types and identification of potential areas of interest
- Monitor MNCAR updates and search investment sale opportunities weekly
- Manage master calendar of key dates for grant deadlines, award submissions, and other items that occur on a regular basis
- Produce financing and grant applications, as requested
- Coordinate with team members on responsibilities for completing portions of applications or award submittals
- Creation and maintenance of filing system for pursuit projects

PROJECT COORDINATION

- Manage Electronic and Paper Filing of all project materials, and transition of files to Commercial Services for completed projects
- Produce monthly progress report for Ackerberg, lenders and investors (with materials provided by Project Managers)
- Will assist development and construction team by providing documentation of meetings, agendas and necessary follow up.
- Participate in project approval/zoning/rezoning within city councils, municipalities, environmental, historical, state and other governing bodies.
- Other duties as requested by management.

LEASING

- Coordinate with team to produce marketing materials for projects
- Manage listings of project on MNCAR, other leasing websites, and social networking sites as appropriate
- Maintain Investment/Development section of website including descriptions and photos of all key projects.
- Actively prospect, promote to brokers, and perform leasing services for project.
- Perform showings of properties as required.
- Prepare net effective analysis and recommendations for lease rates
- Learn the process of how to manage letters of intent, lease proposals, and lease negotiations, in coordination with SMD and Project Managers
- Produce monthly leasing reports to third party owners
- Prepare Leases as directed by SMD and Project Managers

OTHER

- Promote good public relations with tenants, co-workers, and company staff through great “people” attitude
- Always display a friendly and courteous attitude
- Is comfortable and confident in multiple settings: one-on-one meetings, phone discussions, neighborhood meetings or other public settings.
- Attend local real estate professional activities, will be successful in developing relationships with key players in the field.

OTHER REQUIREMENTS:

Hours of Work: 8:00a.m. to 5:00p.m., Monday through Friday. Some evening and early morning hours as required by project.

PHYSICAL REQUIREMENTS:

Extensive mobility and excellent physical condition. Ability to lift 30 lbs. Ability to kneel, crouch, climb, crawl, etc. to reach all areas of a property. Ability to remain outdoors for extended periods of time in inclement weather for job site tours and inspections. Ability to drive to and from job sites.

EDUCATION:

Minnesota Real Estate Salesperson License preferred
Masters of Real Estate Development or Planning, MBA or similar degree preferred.