

**MARKETPLACE PHL, LLC
SPECIALTY LEASING MANAGER
JOB DESCRIPTION**

1) TITLE: Specialty Leasing Manager

2) REPORTS TO: Leasing Manager

3) JOB DESCRIPTION:

- a) Manage the day-to-day operations of the Specialty Leasing Program.
- b) Assist the Leasing Manager and executing in-line deals.
- c) Identify concepts for the program that complement the in-line retail program.
- d) Maintain occupancy at budgeted levels.
- e) Develop the Annual RMUSpecialty Leasing Plan.
- f) Manage program income and expense budgets.
- g) Conduct outreach for local and ACDBE merchants.
- h) Establish and maintain effective relationships with merchants and the Division of Aviation.

4) RESPONSIBILITIES:

- a) Develop, implement and manage the Specialty Leasing Plan and budget.
- b) Assist in the Design, development and installation of new RMU's
- c) Manage the Specialty Leasing program to ensure that all operational guidelines are met.
- d) Manage all storage and storage leasing.
- e) Ensure that the Specialty Leasing program operates at a high level.
- f) Ensure that all visual merchandising of the program is always at the highest level
- g) Identify new Specialty Leasing opportunities and solicit prospects.
- h) Conduct local outreach to identify prospects and to incorporate local characteristics.
- i) Negotiate terms for Specialty Leasing deals that are consistent with or an improvement to the budget.
- j) Ensure merchants maintain the highest standards including merchandising and financial performance.
- k) Monitor Specialty Leasing merchants to track and enhance their performance or eliminate problems.
- l) Monitor the market to stay abreast of trends, marketing and promotions.
- m) Work with the Administrative/Compliance Manager with regard to ACDBE and Street Pricing compliance
- n) Identify start-up entrepreneurs and incubate them into the Specialty Leasing program.
- o) Support the development of Specialty Leasing initiatives.
- p) Coordinate RMU maintenance and repair work.
- q) Prepare monthly specialty leasing updates.
- r) Serve as a member of the Risk Management Team.
- s) Participate in the Manager on Duty Program.

5) SPECIAL SKILLS:

- a) Strong organizational and time management skills.
- b) Proven Specialty Leasing and marketing skills.
- c) Strong managerial, public relations and communication skills.
- d) Attention to detail and ability to manage multiple priorities.
- e) Knowledge of Microsoft Office computer software.

6) EDUCATION and EXPERIENCE REQUIRED:

- a) Bachelor's degree.
- b) Five years of experience in the shopping center industry with leasing or specialty leasing experience.