

**MARKETPLACE WASHINGTON LLC**  
**Vice President – Washington Region**  
**JOB DESCRIPTION**

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- 1) **TITLE:** Vice President – Washington Region
- 2) **REPORTS TO:** President of MarketPlace Development
- 3) **JOB DESCRIPTION:**
- a) Manage the overall implementation and execution of the retail and food & beverage concession programs at Reagan Washington National Airport (“DCA”) and Dulles International Airport (“IAD”)
  - b) Serve as the company’s primary day-to-day liaison with the Metropolitan Washington Airports Authority (“MWAA”)
  - c) Manage and assure compliance with the company’s contract with MWAA
  - d) Supervise General Managers and shared staff in company’s offices at DCA and IAD to achieve company goals and objectives
  - e) Oversee leasing, design, and construction schedules to expedite the redevelopment and releasing of the concessions programs at DCA and IAD
  - f) Manage the allocation and utilization of shared personnel and resources between the two airports
  - g) Implement and maintain consistent management and reporting practices at both airports
  - h) Supervise the development and management of annual income and operating budgets
  - i) Establish and maintain positive relationships with merchants, the Airport Authority and airport stakeholders
- 4) **RESPONSIBILITIES:**
- a) Develop and facilitate the successful accomplishment of airport, company and MWAA goals and objectives
  - b) Lead the staff to successfully accomplish their airport goals
  - c) Work closely with the compliance manager to ensure full compliance with all ACDBE and street pricing requirements
  - d) Work closely with the leasing, design and construction team to ensure all tenant projects are completed in accordance to established schedules
  - e) Work closely with the marketing and customer service managers to oversee coordination of marketing and customer service activities between the airports and with MWAA
  - f) Serve as day-to-day liaison with Airport Authority staff and manage compliance with all contract requirements
  - g) Maintain compliance with LDBE requirements
  - h) Maintain timely and effective communications with the corporate office
  - i) Work closely with DCA and IAD management teams to achieve or exceed annual revenue and expense budgets
  - j) Facilitate monthly meetings and reporting with the corporate office and the Airport Authority to provide updates on finances, leasing, construction, operations, marketing and specialty leasing
- 5) **SPECIAL SKILLS:**
- a) Strong personnel management skills.
  - b) Excellent organization and time management skills.
  - c) Excellent communication skills, both written and spoken.
  - d) Proficient computer skills including MS Outlook, Excel, Word and PowerPoint.
  - e) Accounting and budgeting skills.
  - f) General leasing knowledge.
  - g) Knowledge of construction and facility maintenance program.

**6) EDUCATION and EXPERIENCE REQUIRED:**

- a) Bachelor's degree.
- b) Professional property management certifications (such as CPM or CSM) or airport certifications (such as AAAE) are desired.
- c) Ten years experience in retail property management with a minimum of five years of airport concessions management experience.