



PORT OF BELLINGHAM

Washington State

POSITION DESCRIPTION

POSITION:	Director of Real Estate and Asset Management	GRADE:	C
DIVISION:	Real Estate	FLSA:	Exempt
REPORTS TO:	Executive Director	UNION:	N/A
SUPERVISES:	Property Managers, Lease Assistant	UPDATE:	2/26/2021

BASIC FUNCTION:

The Director of Real Estate and Asset Management manages the Port Real Estate Portfolio, conducts and assists in complex negotiations for sales, lease and the marketing of Port properties. Directs efforts to maximize the revenue potential and use of Port owned assets, and helps foster job-creation and positive economic impacts to the community. Directs and coordinates the negotiation of real estate transactions ensuring that all transactions comply with Federal, State and local laws and regulations.

SPECIFIC RESPONSIBILITIES:

1. Conduct lease negotiations, including major commercial and industrial leases with prospective and existing tenants ensuring that all contracts comply with Federal, State, and local laws, regulations, Port policy and guidelines, and permitting requirements. Regularly reviews, for approval, the terms and conditions of real estate transactions prepared by the Real Estate Property Managers.
2. Plan and implement medium and long-range leasing strategies, techniques, objectives and programs in connection with the Port's real property assets. Stimulate private investment on Port properties. Expand and promote marine trade uses on Port properties.
3. Develops alternatives and recommends approaches, plans, and solutions to identified problems with regard to property management.
4. As a member of the senior leadership team, contribute to the Port's overall strategic foundation goals and strategies, including economic development. Work cooperatively and effectively with multiple departments on a diverse group of subjects and make significant contributions.
5. Work in a legal environment, which includes drafting lease language, review of leases and lease security, contracts and other official documents. In concert with Port legal counsel, represent the Port in litigation matters, including but not limited to, lease defaults, bankruptcy proceedings and regulatory agency proceedings and advises all levels of Port management on a wide variety of legal matters.
6. Plan, develop, and implement promotional and marketing strategies to generate new

business for the Port's commercial and industrial properties. Identify targets for tenant solicitation; establish contact with key representatives of potential tenant organizations; respond to major lease inquiries and show available properties to prospective tenants. Actively promote Port properties. Assist in preparation and updating promotional and informational brochures, publications.

7. Supervises the day-to-day activities of the Real Estate Division by providing direction to Real Estate Property Managers and Lease Assistant.
8. Represent the Port at a variety of industry related conferences and committees; maintain involvement in local organizations; engage in activities for the promotion of the economic well being of the Port and community. Develop and maintain effective relations with applicable governmental, civic, business, and labor officials.
9. Keep abreast of and keep leadership team informed on new trends in industry, commercial and office developments.
10. Develop and manage the Real Estate Division's budget including capital improvement budgets consistent with the Port's growth objectives and return on investment goals. Monitor expenditures to assure conformity to budget guidelines.
11. Analyze and prepare financial analyses and business case recommendations for management's use in deciding the economic benefits of real estate transactions.
12. Analyze the real estate market to establish market comparable rates and identify investment opportunities; recommend the acquisition and disposition of real estate properties ensuring adherence to the Port's master plan.
13. At the direction of the Executive Director, frequently make presentations and recommendations to the Port Commission on real estate transactions.
14. Demonstrate respect and provide outstanding customer service to Port tenants, customers, colleagues and community members.
15. Perform other duties as required by the Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Bachelor's degree required/ Advanced Degree preferred. Ideal person will have a background in real estate, project management, and real estate development, as the role will demand competence in each area. Candidates must have at least 10 years experience in one of the above-mentioned disciplines, and substantial experience and understanding in the others. Excellent organizational and written/verbal communications skills are required.