

**COMMERCIAL REAL ESTATE LEASING MANAGER
JOB DESCRIPTION
WINSTANLEY ENTERPRISES LLC**

Based in Concord, MA, Winstanley Enterprises LLC seeks an energetic, organized self-starter for its newly-created commercial real estate Leasing Manager position. Reporting to the Senior Vice President, the Leasing Manager will act as a facilitator for all leasing-related activities from inception to close including showings, negotiations, documentation, coordination and administration for the various aspects of the leasing process. The successful candidate will act as liaison between in-house personnel, tenants, outside counsel, architects, consultants, brokers and municipalities to negotiate, organize, track, and support our leasing processes.

Responsibilities of the Leasing Manager include the following, which are subject to change or adjustment:

Leasing:

- Monitor and report building vacancy levels to management.
- Monitor lease expirations and proactively contact existing tenants for renewals or extensions.
- Assist with prospective tenant showings at properties throughout New England, as needed.
- Assist SVP in lease negotiations.
- Provide administrative support to SVP.
- Coordinate, negotiate and track first & subsequent lease drafts from LOI to execution.
- Develop tenant concept plans with architect.
- Coordinate tenant construction pricing with WCM and develop lease workletters.
- Draft Letters of Intent.
- Act as liaison between tenants, in-house personnel, outside counsel, consultants and brokers to negotiate, prepare and review leases and related documents, amendments, renewals, extensions, licenses, terminations, subleases, lessor consents, right-of-first-offer & right-of-first-refusal notices, cell tower agreements, etc.
- Oversee internal lease review process.
- Coordinate with finance to provide ownership model updates.
- Maintain a tracking database of all portfolio leasing matters.

Marketing:

- Work with architects to maintain updated leasing plans for company database; ensure square footages are consistent with MRI.
- Maintain database of current marketing materials (e.g. leasing brochures).
- Update company website and outside listing services with current leasing-related information.
- Negotiate, draft, and maintain brokerage listing agreements.
- Assist in developing property specific marketing programs as needed.
- Assist in maintaining company's Facebook page and other social media outlets.

Acquisitions:

- Coordinate preparation of purchase & sales agreements with outside counsel.
- Facilitate comments on agreements between parties and arrange for revisions as necessary.

- Oversee execution and distribution of P&S agreements and related documents.
- Prepare property purchase checklists and monitor for completion of items.
- Review agreements for critical dates and contingencies, and calendar and track same.
- Prepare and review due diligence contracts.
- Assist in due diligence process & review.
- Review title and exceptions, judgments or tax liens with outside counsel.
- Coordinate contractual insurance requirements for due diligence access.
- Coordinate closing with outside counsel.

Job Prerequisites

- Demonstrated strong writing, oral and presentation skills.
- Proficiency with Microsoft WORD, Excel, Outlook; MRI knowledge a plus.
- Bachelor's degree and/or minimum six to eight years experience in commercial real estate, commercial leasing or commercial real estate legal.