**Job Description – Portfolio Leasing Associate**

JOB DESCRIPTION: The Portfolio Leasing Associate is responsible for assisting in the leasing of a designated and prospective portfolio of Wisconsin regional commercial real estate investments. In lockstep with the Vice President, Portfolio Leasing, the Portfolio Leasing Associate contributes to the process of maintaining and improving asset performance with the goal of enhancing, protecting and maximizing value during the holding period – development/acquisition through disposition. This is accomplished through actively pursuing the business and brokerage communities regarding leasing opportunities for new and existing developments. In partnership with the Vice President, Portfolio Leasing, responsibilities include coordination with internal development, financing, marketing, property management and risk management personnel and activities associated with the existing and prospective portfolio assets. In addition, s/he represents ownership through strategic asset planning, business modeling, financial analysis and lease contracting in support of company revenue objectives. Further, s/he participates in the review and analysis of new commercial assets which are to be initiated/acquired by the firm, during the preliminary evaluation of the opportunity, including the underwriting of the prospective tenant(s) and positioning in the marketplace, to ensure that each asset provides value to the level set forth in the acquisition business plan and pro forma budget. It is intended that the investment portfolio will change over time due to ongoing asset acquisitions and dispositions.

Responsibilities/requirements:

* Assists Vice President, Portfolio Leasing in establishing, maintaining, enhancing and expanding relationships with the brokerage community, as well as with existing and prospective tenants. Assists in building company image/identity, builds brand equity, contributes to advertising programs and maintains and seeks to expand existing client relationships.
* Develops expertise to fully understand the unique position of each asset in its respective market from a leasing and investment perspective including all underlying factors which may influence it. This includes obtaining market intelligence to understand the impacts of business demand, financial positioning, competition and economic trends.
* Advises on market conditions affecting assets and identifies strategies to maintain competitive positioning. Strategies may include, but are not limited to, developing effective marketing plans, renovations relating to repositioning and broker/tenant incentives.
* Contributes to identifying new business targets, making introductions and conducting presentations. Represents the interests of the individual property and the company in showcasing available space and build-to-suit opportunities through marketing activities, sites visits/tours and virtual tours, as may be appropriate.
* With oversight from Vice President, Portfolio Leasing, drafts and reviews real estate lease proposals and letters of intent in accordance with individual asset plans and company governance requirements and makes appropriate recommendations, as required, to Vice President, Portfolio Leasing.
* Coordinates support services including marketing, accounting, leasing, asset management, risk management, IT and other operational requirements to expedite work product.
* Assists in planning sponsored events including ground breakings, openings, broker events, etc. within specified budgets.
* Maintains accurate visibility into transaction deal flow using VTS platform – inception through execution – ensuring real-time information is always available. This includes, but is not limited to, logging receipt and due dates of requests for proposal, identifying requirements, aligning available assets, drafting proposals, modifying as directed, and closing out transactions.
* Monitors portfolio space availability in public commercial real estate platforms including website, Loopnet, Costar, etc.
* Maintains all digital documents withinin the company Development File System and in accordance with standard operating procedures.
* Effectively communicates through written and verbal means. Utilizes and manages internal and external resources to efficiently and effectively derive output in a timely manner.

Works with appropriate internal approval governance in carrying out responsibilities. Reports to Vice President, Portfolio Leasing.