

JOB DESCRIPTION



Job Title: Director of Commercial Sales & Leasing
Department: Commercial
Reports to: SVP – Commercial Real Estate
Direct Reports: Sales & Leasing Coordinator
Date Prepared: June 2021

Job Summary	Responsible for communications, research, presentation, and management of the acquisition, disposition and/or leasing of a portfolio of assets which primarily include commercial assets and some commercial land sales. The Sales & Leasing Manager negotiates build to suit, new construction and new leases for commercial properties owned by St. Joe.
Essential Functions	<ol style="list-style-type: none"> 1. Represent St. Joe Company and serve as main point-of-contact with potential retail, office, and industrial anchors. 2. Provide leadership and guidance to commercial sales & leasing (“CSL”) staff. 3. Direct negotiations of commercial sales transactions, new leases, and build-to-suits. 4. Help implement KPIs for CSL and then guide CSL staff to prioritize work accordingly. 5. Manage relations with leasing prospects and oversee CSL responses to leasing inquiries. 6. Oversee continued implementation and utilization of PropertyBase CRM system. 7. Coordinate work as necessary with other JOE departments, including development, marketing, legal, & accounting. 8. Coordinate JOE building operations, additional rent, and pass-through expenses with Senior Asset Manager. 9. Work with HR and SVP of Commercial Real Estate to refine incentives for CSL staff. 10. Prepare and respond to LOI’s for future leasing prospects and brokers 11. Review on-going property performance and commercial leases, Town Centers, etc. 12. Interact day to day with tenants and third-party managing agents on building operational and capital recommendations and decisions. 13. Enforce and oversee maintenance standards for company owned assets 14. Procuring any necessary proposals and contracts. 15. Gather and assimilate field data and resources which support and help inform management’s decision-making and project planning purposes. 16. Research and compilation of comparative sales data. Tracks new commercial listings. 17. Compiles and maintains database of pertinent market-related data for markets in which acquisitions or dispositions of residential, commercial, or rural land asset may be planned or contemplated. 18. Responsible for creation and generation of periodic and on-demand market reports. 19. Perform due diligence including review of land plans, leases or lease abstracts, build to suit opportunities, service contracts, underwriting assumptions, engineering and environmental reports, etc. 20. Prepares budgets necessary for the negotiation of new leases and build-to-suit projects. 21. Performs site visits as needed to check conditions or verify improvements. 22. Assist with maintaining JOE asset database to include summaries of assets such as entitlements, valuations, etc.
Education and Experience	<ul style="list-style-type: none"> • Prior commercial real estate asset management required. • Prior experience performing due diligence and negotiating commercial leases required. • Experience with real estate budgets and the development of pro formas. • Experience reviewing, interpreting, and abstracting legal real estate documents. • Real Estate License and Undergraduate Degree preferred. • Will substitute combination of education and experience. • Proficiency with MS Office applications, including Excel, Word, and Outlook required.

Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Strong sense of urgency. • Proven interpersonal and communication skills. • Excellent verbal and written communication skills. • Detail-oriented with ability to work in a team environment as well as independently. • Effective negotiation skills.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to travel. • Ability to sit for extended periods of time. • Ability to walk and stand for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment, with occasional travel to other office locations.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities at any time to meet business and organizational needs.