



# SLEMON PARK

## SLEMON PARK CORPORATION

### POSITION DESCRIPTION

**POSITION TITLE:** Commercial Leasing and Development Manager

**REPORTING TO:** President

**DATE:** October 2021

### POSITION SUMMARY:

Slemon Park is a Business and Residential Community with a focus on Aerospace, Training and Real Estate Development. The role of the Commercial Leasing and Development Manager is to lead the commercial leasing and developmental efforts of the company, to lead commercial business prospecting efforts of the corporation, to work with the President and other senior staff on strategic initiatives of the company and to enhance the economic development potential of Slemon Park and Slemon Park Corporation (SPC).

### PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

- Manage commercial leasing operations of Slemon Park, including tenant relations, lease negotiations, responding to lease of space inquiries, touring facilities with prospective tenants, developing lease proposals and identifying detailed space fit-up and other requirements.
- Administer commercial leasing operations including monthly billings, rent collection, insurance requirement compliance and negotiating lease renewals.
- Establish and manage commercial leasing revenue and expense budgets and assist in development of capital budgets for commercial properties.
- Act as a liaison with Innovation PEI, the City of Summerside and industry to assist in prospecting for aerospace and other industries that fit with Slemon Park's assets.
- Ensure SPC is using best-practices for commercial leasing and has accurate commercial market lease rate information for purposes of supporting optimal lease rates and lease terms for the benefit of both the lessor and the lessees.
- Review existing commercial leases and commercial spaces at Slemon Park to improve the utilization of spaces and identify opportunities for commercial space development to stimulate growth at Slemon Park including the Summerside Airport, Aerospace, Public Safety and Aviation training, advanced manufacturing, home construction, food processing and other opportunities.
- Develop an outreach plan to current tenants to ensure SPC is positioned to respond effectively to their opportunities for growth.
- Assist with other strategic initiatives of the organization including energy initiatives such as solar, microgrid and battery technologies and leverage these technologies to build Slemon Park as a model of a sustainable commercial and residential community.



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- Identify strategic and sustainable infrastructure investment requirements to meet the needs of aerospace, training and other customers and assist in securing funding for the investments.
- Other duties as required.

## **POSITION SPECIFICATIONS:**

### Education and Experience:

*Post-secondary degree and extensive management experience including in property management, economic development, business development, engineering, strategic planning and organizational development.*

### Skills and Knowledge:

*Ability to prepare formal documents such as lease proposals, leases, letters and memoranda in clear unambiguous language. Excellent interpersonal, communication and organizational skills*

## **WORKING CONDITONS:**

### Scheduled working hours:

*This is a full-time position with a standard work week from Monday to Friday, including evenings and weekends as required.*

### Physical, mental and visual:

*Ability to multitask and handle occasional stressful issues, as well as flexible and resilient personality for dealing with a wide variety of people and situations*