

DIRECTOR OF REAL ESTATE Recruitment

Position Summary:

Under the direction of the Vice President of Real Estate, the Director of Real Estate's responsibilities include the negotiation and planning of real estate development projects, project management, property acquisitions, appraisal preparation, feasibility studies, lease negotiations, rent reviews, conducting ongoing market analysis, marketing available properties, plan reviews of proposed tenant development projects, and administering and enforcing tenancy documents and other types of agreements. Demonstrated ability to communicate effectively with tenants, executive and senior management and all levels of employees is critical to the success of this position.

Major Duties:

- Oversight and execution of project management activities primarily through agreement drafting, review and execution.
- Negotiations and development of business terms reflecting market conditions.
- Continuous assessment for increased efficiency of the process and procedures for our management systems.
- Establish and execute a Customer Relationship program based upon planned, scheduled, and manageable execution of the program. The program will focus on the future business needs of existing tenants. (i.e. amendments, market adjustment rental adjustment, commodity changes, etc.), identify high revenue tenants and build PTB's relationship to help expand and mutually prosper the tenant business models, identify and insure that all of PTB's appropriate tenants are welcomed and invited to PTB's activities and other community outreach events, establish events that demonstrate a continuing PTB tenant appreciation program.
- Insure timely and efficient project management systems and processes. Manage the timely administrative tasks required both internally and externally for an efficient execution of agreements.
- Proactively react to customer needs and requests for PTB's participation as desired by PTB's tenants and other customers.
- Supervise Account Managers insuring productivity and relationship management is maintained.

- Insure and facilitate any internal relationships and communications are effective.

Education and Work Experience Requirements:

- Must have Master's degree with major course work in real estate, brokering or related field or combination of education and experience.
- Ten years of real estate and account management experience work with at least two years in a supervisory position.
- Background inclusive of industrial real estate supporting logistical operations or commodity distribution.

Special Requirements:

- Incumbent must possess a current and valid Florida Motor Vehicle Operator's License or be capable of obtaining one within 30 days from the date of hire.
- Must successfully pass a seaport security background check and compliance for a Transportation Worker Identification Credential (TWIC).

Additional Requirements:

- Must possess knowledge of the PTB government organization and functions; and considerable knowledge of community and government resources.
- Demonstrated ability to establish and maintain effective relationships account management relationships.
- Extensive knowledge in financial analysis and Performance development based upon variable business terms of different agreement structures.
- Knowledge of marine and industrial real estate business agreements and operations.
- Extensive ability to speak and write effectively, including writing and editing materials.
- Considerable ability to manage accounts, projects, personnel and programs.
- Familiarity with Florida's public records law.
- Demonstrated management skills with the ability to multi-task, the flexibility to adapt to frequent changes and to work outside of normal working hours.
- Ability to interact effectively, confidently and professionally with PTB officials and employees, other government officials, PTB tenants and the general public.
- Ability to work under pressure and handle multiple priorities of extremely sensitive issues and complex situations.
- Must possess great organizational and time management skills.
- Must possess honesty, integrity and sound professional judgment.



Application:

Interested individuals should submit cover letter, resume and three professional references to humanresources@tampaport.com. Recruitment will run through October 31, 2017. Information provided will be subject to public inspection in accordance with the Florida Sunshine Law.

Port Tampa Bay is an Equal Opportunity Employer.