

Job Description - Leasing Coordinator and Office Manager

SouthWorks Project – Ithaca, NY

About SHIFT Capital

SHIFT is an industry leader in impact investing whose core competency is people-driven real estate investment. We are a Certified B Corporation® built with purpose to co-create equitable and thriving communities, working towards tackling intergenerational poverty by helping to build generational wealth among the communities we serve. We believe community-centered investments create shared and sustainable economic opportunity and growth, and impact that unites people, businesses, neighborhoods, and cities. SHIFT has invested over \$385 million to create ecosystems that strengthen entrepreneurship, creativity, and value for tenants, and health and safety for communities. SHIFT owns and manages a nearly 3 million square feet of new and refactored industrial, commercial, and residential spaces. We invest in underserved communities across the country, including our hometown of Philadelphia PA, Newark NJ, Washington DC, Upstate NY, & National City CA.

About SouthWorks

SouthWorks will be a brand new neighborhood in Ithaca, NY, with 900+ units of housing and nearly a million square feet of commercial space. Located on the 95-acre Emerson Power campus, SouthWorks will repurpose 800,000 square feet of historic industrial buildings and include 900,000 square feet of newly constructed space to create a true live-work-play neighborhood with a vibrant mix of incomes and uses.

About the Position

This role will include duties that support the overall development of SouthWorks and fall into three main areas: commercial leasing in the historic industrial buildings, overall development support and some office manager duties. The role will report to the Development Project Manager at SouthWorks, and this role can grow and evolve as the project moves forward. This is an opportunity for the right person to learn real estate development start-to-finish, while supporting a meaningful project that provides a positive impact to the Ithaca community.

Leasing Coordinator Duties

- Coordinate leasing process for each tenant start to finish.
- Communicate with prospective tenants and manage tenant documentation.
- Conduct tours of the development site.
- Identify tenant leads.
- Conduct market research.
- Maintain calendar of meetings and tours
- Onboard new tenants, overseeing move-in and move-out.
- Attend industry events and community meetings while networking with prospective tenants.
- Support leasing broker efforts in outreach to key tenants.
- Maintain records of leasing activity and prepare regular summaries for management.
- Develop and maintain a list of active prospects.

- Field leasing calls and track appropriately.
- Manage online listings for leasable space.
- Update floorplans, specs, and occupancy.
- Research and apply for economic incentive programs.
- Canvass and cold-call potential tenants in target industries.
- Develop and maintain an index of local market norms (free rent, TI, escalations)
- Obtain a real estate salesperson's license.

Development Support Duties

- Produce and track project deliverables and timelines.
- Attend meetings; prepare and distribute meeting minutes.
- Edit documents, reports, and spreadsheets as needed.
- Review and summarize documents as needed.
- Organize on-site events in support of the larger project.

Office Manager Duties

- General Admin Duties: Answer phones, make copies, respond to emails, coordinate meetings.
- Log invoices, submit and track expense reimbursements, and communicate with accounting staff.
- Coordinate support staff and manage vendors including cleaning, copier repair, internet services, and others.
- Maintain physical and digital files.
- Purchase office supplies: maintain inventory and place appropriate orders as necessary.

Required Qualifications & Skills

- Demonstrated interest and/or experience in commercial real estate.
- Strong networking and interpersonal skills.
- Excellent written and verbal communication skills.
- Detail oriented, with strong organizational skills.
- Ability to meet deadlines and prioritize competing demands.
- Ability to handle sensitive information with confidentiality and discretion.
- The ability to anticipate needs and process quickly in a fast paced environment, and organize feedback from a number of internal and external stakeholders.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Preferred Qualifications & Skills

- Experience in or exposure to property leasing or real estate management.
- Tech savvy.
- Bachelor's Degree, preferably with a major, minor, or concentration in business and /or real estate.

Compensation

Salaried position \$50,000 – \$80,000, based on experience, with available benefits package

To apply

Please submit a cover letter and resume to careers@shiftcapital.us with a subject line: Office Manager and Leasing Coordinator.