



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Commercial Property Manager **REVISED:** March 2024

GRADE: (G) **FLSA STATUS:** Exempt

REPORTS TO: Commercial Property Portfolio Manager

Pike Place Market Background:

The Pike Place Market Preservation and Development Authority (PDA) is a non-profit public corporation chartered by the City of Seattle in 1973 to develop, own and operate most of the properties in the nine-acre Pike Place Market Historical District. The PDA is landlord to 170 craftspeople, 120 farmers, 275 residential tenants, and approximately 225 year-round commercial businesses in 12 buildings. The Commercial Property Management Department is responsible for all aspects of commercial lease administration and tenant relations. Property Management staff are involved as advocates for tenant and Market interests with other agencies and downtown area groups.

Summary of Responsibilities:

Under general supervision of the Commercial Property Portfolio Manager, the Commercial Property Manager is responsible for direct day-to-day management of assigned duties to support the Commercial Property Management Department. To include commercial tenant leases (retail, office, service agency) and related storage/cooler spaces; provides administrative and project management support for a variety of property development initiatives; and assumes responsibility for general Commercial Property Management Department functions.

Essential Functions:

- Required to maintain professional written and verbal communication skills and relationships with all commercial tenants and PDA staff
- Perform a full range of property management and lease administration responsibilities for an assigned portfolio of commercial units.
- Utilize property management software (Yardi) in daily management activities for oversight and implementation of lease terms to include, but not limited to, input of tenant account data, lease terminations, options and holdovers, monthly account adjustments, delinquencies, missing sales reports, late fees, and review and approval of pre-posting report.
- Responsible for all monetary collections of assigned tenant accounts and for timely collections.
- Assumes lead responsibility for all commercial tenant interaction functioning as liaison between commercial tenants and other PDA departments.
- Responsible for monitoring and correcting commercial tenant compliance with all lease provisions, particularly sales reporting, insurance requirements, permitted use, business hours, merchandizing standards, shop covenants and maintenance of space.
- Receive, evaluate, develop and resolve complaints.
- Responsible for leasing vacancies to include preparation of marketing materials, showing vacant space, preparation and execution of Lease Summary within established PDA Leasing Guidelines for presentation to the PDA Council.
- Initial review of tenant applications including review of business plans, financial abilities, and qualifications.
- Negotiate routine lease renewals within established PDA Council guidelines and prepare Lease Summaries based on comparable Market rents, sales targets, and address specific tenant compliance issues.
- Oversee preparation of commercial lease documents timely and accurately according to approved terms and track through full execution and transmittal.
- Coordinate tenant improvement activities and maintain spreadsheets. Provide departmental liaison with Operations Department.

- Assist tenant with preparation of applications for the Pike Place Market Historical Commission and attend MHC meetings as Landlord representative.
- Oversight of preparation of letters, account adjustments and set-up of new tenant account for tenant move-in and move-out procedures and inspect tenant space prior to commencing move-out.
- Initiate and respond to routine correspondence.
- Perform other duties as assigned

Minimum Qualifications:

- Two years of related college coursework required. B.S. or B.A. in related field preferred.
- Three years of progressively responsible experience in retail property management, or related field. Experience in non-profit setting desired.
- Experience working with boards, committees and/or public regulatory bodies desired.
- Strong public speaking and written communication skills and attention to detail. Ability to explain complex rules and regulations while communicating effectively with diverse groups.
- Basic math skills and proficiency in MS Word, Excel and Outlook and Yardi property management software required.

Work Environment and Physical Demands:

Work is performed in an office setting which is non-smoking, and is subject to temperature variances due to western exposure and non-centralized heating system. Work environment is fast-paced and requires the ability to work under pressure with little direction. Position requires the ability to use computers, calculator, e-mail, fax machine, and telephone. Position requires the ability to conduct site visits throughout commercial property managed by the PDA, including use of stairs and entry to restricted or confined spaces, and requires the individual to be ambulatory. Some flexibility in working hours is required to complete time-sensitive projects or attend meetings that may extend to 6:30 p.m.

COMPENSATION:

Starting Wage Range: DOE. Benefits include 100% employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

SALARY SCALE: Scale placement is DOE and qualifications
Min \$61,033 Mid \$73,679 Max \$86,325

APPLICATION PROCEDURE:

Submit resume, Cover letter and Salary Requirements in one of the following manners: Fax to (206) 625-0646, email to hr@pikeplacemarket.org, by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101, or indeed.com

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.