



Job Description – Commercial Leasing Analyst

Job Title:	Commercial Leasing Analyst
Department/Location:	Commercial Leasing and Construction
Reports to:	Managing Broker
Position Supervises:	n/a
Fair Labor Standards Act (FLSA) Status:	Salary
Employment Status:	Full Time
Revision Date:	9/14/2022

VISION

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

PEOPLE-FOCUSED CORE VALUES

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.
- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees and our communities.
- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately-held company responsible for long term management of our properties.

MISSION

Urban Land Interests manages, operates and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.

JOB SUMMARY

The role of Commercial Lease Analyst is critical to the efficiency and productivity of the commercial leasing and construction department by providing marketing support, data organization, reporting and analysis, as well as leasing and project management support.



ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Lease Analysis

- Track and administer commercial leasing activity across portfolio of 180+ commercial tenants and 1.3 million square feet of office and retail space.
- Help to strategically evaluate lease deals with leasing team by providing financial analytics, real time market data, and portfolio encumbrance information.
- In collaboration with and under the direction of the managing broker and leasing team; track, document, and own the analysis needed to forecast anticipated property revenue and TI capital expenditures annually for operating budgets and as needed for long term projections.
- Report on vacancy and absorption, tenant industry mix, lease tenure, historic and future rent growth, and potential at-risk leases within portfolio.
- Collaborate with property accountants to audit complicated lease issues.
- As building owner's representative, establish and maintain long term relationships with tenants by responding to tenant lease requests and questions.
- Assist with ad-hoc market research projects. Maintain spreadsheets, databases, market information and analysis as needed.

Team Organization

- On a biweekly basis, prepare commercial leasing reports for department meetings, consisting of updates on all active and future leasing and construction projects along with financial and historical analyses to facilitate team decision making.
- Maintain Lease related files and documents within the hard and electronic files systems.
- Communicate Lease related changes with other departments. Coordinate lease related change documents, processes, and procedures.

Marketing and Business Development

- Receive prospective tenant inquiries through the commercial leasing phone line and email box; collaborate closely with leasing team to triage prospect needs.
- Prepare prospect information packages, tour kits, and presentations that meet leasing and business development goals. To include but not limited to coordinating photography, preparing floorplans, signage, and building information. Work with leasing team to accurately market office terms and availability.
- Manage accuracy and posting of brokerage listings, market rents, and posted collateral. Coordinate with Listing vendors on contracts within budget constraints
- Maintain database/CRM for the commercial leasing function. Track terms offered and communication with prospects and brokers.
- Support Commercial leasing team with the creation of term sheets, LOIs, and RFP responses. Participate in space tours as needed.
- Coordinate with the Commercial Operations Team to ensure that vacant commercial space is show ready.

OTHER FUNCTIONS & RESPONSIBILITIES

- Coordinate modest tenant improvement projects.
- Other projects as assigned



JOB KNOWLEDGE, SKILLS & ABILITIES

- Understanding of commercial real estate and accounting principles, including budgeting and financial forecasting.
- Excellent written and verbal communication skills to provide exceptional customer service to both external stakeholders (tenants, vendors, community members, etc.) and internal stakeholders (building owners and colleagues).
- Ability to multitask and pivot in reaction to shifting priorities.
- Demonstrated ability to excel at both self-driven, analytic work and at collaborative projects with internal and external team members.

EDUCATION/CERTIFICATION/LICENSURE

- Bachelor’s Degree, preferably in Real Estate, Accounting, business, or related studies.
- Wisconsin Real Estate Sales License is preferred.

EXPERIENCE

- Experience in commercial real estate or property management preferred
- Minimum 5 years’ experience in a business administration, analysis, or market research role required
- Proficient in Microsoft Office products and experience with property management software.

WORKING CONDITIONS

- This position mostly requires sitting/standing to perform computer based work, with a reasonably frequent need to walk through the properties for tours and showings.

PHYSICAL REQUIREMENTS

Only include if conditions are directly related to job duties. If the job does not have physical requirements that directly relate, select “not required.”

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
Standing		X		
Walking		X		
Sitting			X	
Lifting	X			
Carrying	X			
Pushing	X			
Pulling	X			
Climbing	X			
Balancing	X			
Stooping	X			



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Kneeling	X			
Crawling	X			
Reaching	X			
Handling	X			
Speaking			X	
Hearing			X	
Seeing				X
Color Vision	X			
Depth Perception	X			

I have read the above job description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): _____

Employee Signature: _____ Date: _____