



PIMA LEASING &
FINANCING CORPORATION

Job Title: Real Estate Leasing Manager
Salary: **\$72,000 - \$95,000 (DOE)**
Status: Exempt and Non-Supervisory
Reports To: Executive Director

The Real Estate Leasing Manager leads the efforts of Pima Leasing & Finance Company (PLFC) in leasing land within the Gila River Indian Community, including advising GRIC regarding the establishment of competitive target lease rates and leasing strategies based on comparable economic and demographic data. The Real Estate Leasing Manager assists with identification of strategic long-term land use objectives in order to achieve complimentary and cohesive land uses, while maximizing lease income. This includes representing PLFC through appropriate local and regional real estate channels while assisting with lease/development proposal analysis and lease negotiations as well as effectively acquire, analyze, abstract and disseminate pertinent lease transaction information of the Gila River Indian Community (GRIC) in coordination with the GRIC Office of Legal Counsel (OGC), to outside legal counsel, tenants, Pima Leasing & Financing Corporation (PLFC) Board of Directors, and other interested parties. Additionally, the Real Estate Leasing Manager work to ensure leases and lessors are compliant with applicable federal laws and regulations and laws of the Gila River Indian Community.

Leasing:

- Facilitates leasing tenants through the Gila River Indian Community Leasing Regulations of 2015 and the Code of Federal Regulation, Title 25: Indians, Business Lease requirements.
- Act as liaison between tenants, in-house personnel, outside counsel, consultants and brokers to negotiate, prepare and review leases and related documents, amendments, renewals, extensions, licenses, terminations, subleases, lessor consents, right-of-first-offer & right-of-first-refusal notices, cell tower agreements, and etc.
- Oversee internal lease review process.
- Maintain a tracking database of all portfolio leasing matters.
- Review agreements for critical dates and contingencies, and calendar.
- Prepare and review due diligence contracts with Community OGC and outside Counsel.
- Assist in due diligence process & review.
- Understanding of legal terminology and/or contracts as it is related to leases and permits.
- Facilitates tenants through the Code of Federal Regulation Title 25: Indians, Rights-of-Way over Indian Lands.
- Identify and evaluate allottee and community lease opportunities.
- Assist allottees to maximize value received while observing cultural and environmental sustainability.

- Monitor and track leases of Community land and other resources to maximize value received.
- Monitor and report leasing activity to Executive Director and Board of Directors.
- Monitor lease expirations and proactively contact existing lessees for renewals or extensions.
- Assist with the facilitation of various ROW projects as requested by the Gila River Indian Community.
- Maintain documents and data of Community land leases that PLFC manages and ROW's for specified projects (electronic and hard copy).
- Ensure that lease files are properly maintained and organized.
- Coordinate with Bureau of Indian Affairs, GRIC Department/entities and outside entities to ensure synergistic efforts to maximize stakeholder value.
- Ensure compliance with the Gila River Indian Community Constitution, Ordinances, Resolutions, Policies and Procedures and with Federal requirements.
- Present leases to various Gila River Indian Community Council Standing Committees and Council for review and approval consideration.
- Participate in conferences and continuing education opportunities to keep accreditations up-to-date.

Marketing

- Maintain database of current marketing materials (e.g. leasing brochures).
- Work with ad agency to update company website, Facebook, social media outlets and outside listing services with current leasing-related information.
- Assist in developing property specific marketing programs as needed.
- Perform other related duties as assigned.

Required Knowledge, Skills, Abilities & Attributes

- Knowledge of the Gila River Indian Community Leasing Regulations of 2015 and the Code of Federal Regulations Title 25: Indians, Leases and Permits & Rights-of-Way, Indian, Rights-of-Way over Indian Land.
- Knowledge and understanding of writing and drafting permits and leases.
- Knowledge and understanding of legal terminology and/or contracts as it is related to leases and permits.
- Knowledge of appraisal processes and Consumer Price Index to ensure fair market value.
- Knowledge of land development procedures (land surveying methods, environmental reports, cultural reports).
- Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of resources.
- Knowledge of Community programs and ordinances, state legislation, organization, operations and specialized procedures.
- Skills in analyzing and evaluating information accurately and expressing ideas clearly when providing verbal and written reports and recommendations.
- Skill in researching, data-gathering and information compilation and analysis.

- Skill and ability with public speaking, listening and communicating effectively with current and proposed tenants, contractors, consultants, professional staff, Community entities, GRIC Committees, Community officials, and the general public.
- Skill with computers and related software including MS Windows, Word, Excel, PowerPoint and Outlook.
- Ability to work independently, maintain strong interpersonal skills, and exercise sound judgement and initiative.
- Ability to organize and maintain a professional office.
- Ability to maintain confidentiality and using discretion when dealing with sensitive information.
- Ability to analyze data, draw logical conclusions and make sound decisions and recommendations.
- Ability to multi-task in a fast-paced, high-demand work environment.
- Ability to establish and maintain effective working relationships with Community Officials, Community departments/entities, Community Members and the public.
- Ability to understand the provisions of the Gila River Indian Community Constitution, Ordinances, Resolutions, as they relate to PLFC functions.
- Demonstrates good judgement, loyalty and integrity.

Education & Experience

Bachelor's degree in Public Administration or related field and a minimum of three (3) years' experience in trust land realty or a combination of education, training and work experience which demonstrates the ability to perform the duties of this position. Experience with Tribal Government structure and functions are preferred. Real Estate License is preferred.

Required Math Ability

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical business situations. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and CPI rent roll increases.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for an entire shift/extended period of time; walk; use hand and fingers to handle, and feel; reach with hands and arms; and talk and hear; and drive a motor vehicle. The employee occasionally is required to stand, bend, climb, stoop, lift, carry, push, kneel or crouch. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and the employee in this position is normally exposed to a moderate noise level, but will involve outdoor work visiting properties.

Must acknowledge and agree to maintain a Drug-free Work Place as a condition of employment.