

ArtsandCrafts.Holdings

COMMUNITY RELATIONS & LEASING OPPORTUNITY

Location: Philadelphia, PA, Spring Arts, 10th and Buttonwood Street
Compensation: Commensurate with experience
Start: ASAP

ABOUT ARTS & CRAFTS HOLDINGS

Arts & Crafts Holdings is a privately-held, institutionally-capitalized investor and leading developer in the Spring Arts District on the northern edge of Center City Philadelphia. Its Spring Arts Project will activate and change the experience on both sides of the Spring Garden street over the blocks along the former Reading Viaduct from 8th Street to 12th Street. Its real estate investment and development activities will promote and grow a community of artists and craftspeople in a vibrant urban district comprised of multiple mixed use properties including: purpose built artist and craft studios, an eclectic collection of street retail, and commercial office space. Affiliates of Arts & Crafts Holdings currently own in excess of 200,000 square feet of real estate in the Spring Arts District. This role provides a unique opportunity for an ambitious, talented individual to make an impact at a critical stage of the project.

POSITION SUMMARY

COMMUNITY RELATIONS & LEASING COORDINATOR will be the face of our business, and the candidate must be outgoing, friendly, energetic, and a self-starter. The position is a sales position – insofar as our tenants and community are our customers. The Coordinator must determine the needs of a potential or existing tenant, address those needs, and insure ongoing satisfaction. Day-to-day activities will include responding to inquiries, arranging tours and responding to existing tenant requests.

ESSENTIAL FUNCTIONS

Tenant Relations

- Receive all telephone calls, internet service requests, and in-person visits. Listen to tenant requests, concerns and comments.
- Complete maintenance Service Request and inform the Ownership team or Property Manager. Answer questions for tenants about community, repairs, rent, rules, etc.
- Ensure all maintenance repairs are handled satisfactorily by contacting tenants with Service Requests follow up immediately and upon completion of the task or status update.
- Maintain open communication with Ownership team, Project Manager, and Maintenance.
- Assist in planning tenant functions. Attend functions and participate as host for any functions as directed by the Executive team.

Tenant Marketing

- Create sales and marketing materials for advertising “market ready” spaces
- Participate in outreach marketing activities on a regular basis to obtain prospective tenants identified in project’s marketing plan (trade shows, events, presentations, etc.)
- Manage social media accounts to engage and inform project’s targeted market (identified in projects marketing plan)
- Manage project’s social media accounts
- Create content for and distribute stakeholders newsletters
- Conduct market research and shop competitive communities

Leasing

- Have up-to-date branding and marketing materials, applications available for prospective tenants
- Provide any process applications for approvals. (i.e., credit check, rental history, etc.)

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Submit processed applications to the Ownership for approval. Follow up with applicant regarding status.

- Collect security deposits prior to distributing final paperwork securing the studio/property
- Ensure property is ready for tenant to move-in on agreed date
- Secure new tenant's signature(s) on appropriate paperwork prior to move-in
- Orient new tenants to the property to the community.
- Distribute new tenant with tenant handbook
- Distribute all company, community, property related-issued notices to tenants

EDUCATION & SKILLS REQUIRED

- Demonstrated experience in leasing and property management
- Strong organizational and communication skills with considerable attention to detail
- Exceptional interpersonal skills both internally and externally
- Demonstrated ability to take independent initiative and coordinate with various audiences
- Bachelor's degree and a minimum of 2 years relevant work experience

TO APPLY

Please send an email to aaron@ArtsandCrafts.Holdings with the following information:

- Brief explanation of your background and ability to meet the position requirements
- Resume (2 page maximum)