

VICE PRESIDENT | RETAIL SERVICES RETAIL LEASING – HOUSTON, TX

Company Overview:

Headquartered in Bryan/College Station, Texas with offices in Houston and San Antonio, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hotel property types.

Position Overview:

The Vice President – Retail Services shall carry out the policies and procedures surrounding the day to day functions of the Retail Services Team in Houston, TX. The candidate must be a self-motivated team member willing to work in a close knit environment and exchange information between other members of the Retail Services Team in order to provide the highest level of service for Oldham Goodwin clients. The candidate will carry out functions inclusive of, but not limited to, staying current with trends in today's market and soliciting Landlords and Tenants for commercial leasing services. The candidate shall keep clients up-to-date with their specific property and market conditions, and have a professional understanding of commercial real estate market, specifically as it relates to Retail property types. The candidate must have a current Texas Real Estate Salesperson or Brokerage license.

Responsibilities include, but not limited to:

- Develop a client base of Tenants and Landlords that generates a qualifiable and sustainable number of referrals and leads that produces income for the Associate, Team and Company.
- Draft leasing forms including but not limited to Letters of Intent (LOI's), Lease Abstracts, Commission Agreements, Tenant Representation Agreements, Co-Broker Agreements, Referral Agreements, Listing Agreements and other related Leasing Documents.
- Prospect for exclusive tenant representation agreements with local, regional, and national tenants.
- Prospect for and negotiate exclusive landlord representation agreements with property owners, management companies, and landlords.
- Interface with clients and prospects to successfully define the parameters, lease terms, and limitations surrounding a possible lease, listing and related agreements.
- Provide existing and prospective clients with current industry and market specific information as it relates to their business and investments.
- Assist in the marketing of each Leasing listing assignment and ensure accurate and timely updates are made to all collateral, websites, etc. as necessary.
- Draft and Prepare responses to RFPs/SFO's in an efficient, professional, and timely manner.
- Have on-going communications with existing tenant database to discuss local expansion, relocation, and outside market expansion and track through Oldham Goodwin's CRM lease expiration dates, future plans, etc.

- Conduct local and sub-market analysis for existing inventory and competitive properties to ensure accurate marketing and competitive pricing with regards to market rent, tenant improvements, rental abatement, etc.
- Collect pertinent financial information, and perform necessary due diligence on prospective tenants and compile to present to appropriate parties.
- Willingness to be involved in community functions, committees and actively network with local business owners and prospective landlords and tenants.
- Compile, update, and maintain a network of local, regional, and national brokers and end users to send lease updates, flyers, etc.

Qualifications

- BA or BS from a four-year college or university required.
- Texas Real Estate Salesperson or Broker's License required or to be obtained.
- Two (2) or more years of Retail Leasing experience, sufficient to perform the essential functions of the job is required.