Job Description: Commercial Senior Real Estate Manager
FLSA Status: Exempt

InCity Properties Holdings, Inc. (www.incityinc.com; "InCity") is an expanding Puget Sound-based real estate property and asset management company overseeing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size, and complexity. Our current commercial portfolio includes 50+ properties located in the Puget Sound region. Our mission is to maximize the return on investment for owners while always being fair and objective to tenants - while remaining fair and objective to tenants—the satisfaction of both is central to our success. As InCity continues to grow, the guiding principles of accountability and service remain at the core of our philosophy.

The Commercial Senior Real Estate Manager plays a pivotal role in executing the strategic and operational goals of our commercial portfolio. Supporting the VP of Commercial Real Estate, you will manage day-to-day asset performance, including financial oversight, leasing, tenant relations, and property upkeep. You will also lead key projects, manage a subset of InCity's commercial portfolio, collaborate closely with internal teams and external partners, and serve as a trusted point of escalation for all property-related matters. This is a hands-on role ideal for a highly organized, proactive leader who can act independently while motivating and mentoring others.

Key Responsibilities include, but are not limited to:

Portfolio Reporting & Analytics
- Partner with the VP and commercial team to ensure transparent, timely updates.
- Provide monthly or quarterly owner reports, including budget variance analysis and performance insights (rent, CAM, expenses, occupancy).

Tenant Relations & Leasing
- Conduct bi-monthly site walkthroughs to assess tenant satisfaction and maintenance needs.
- Maintain strong tenant relationships and resolve escalated issues promptly.
- Handle lease renewals, marketing efforts, lease abstract creation, event planning and coordination of tenant move-ins and move-outs.
- Support leasing efforts and contribute to occupancy growth strategies.

Property Operations & Vendor Management
- Coordinate maintenance requests and oversee vendor performance.
- Lead vendor and contractor selection, negotiation, and performance management.
- Execute capital projects and schedule renovations while preserving property condition and value.

Financial Oversight & Budget Management
- Reconcile CAM charges and analyze property operating expenses.
- Prepare annual budgets and manage financial forecasting, rent collection, and variance analysis.

Compliance & Risk Management
- Ensure all leases meet legal standards and stay current with zoning, safety, and accessibility requirements.
- Address complaints or disputes, manage contract negotiations, and oversee compliance measures.

Operational Efficiency & Team Leadership
- Identify and implement opportunities for operational efficiency.
- Mentor junior staff and contribute to training and development initiatives.

Strategic Asset Guidance
- Contribute data and insights to support asset management strategies, capital planning, and property valuation growth.

Qualifications & Skills

Essential:

- Bachelor's degree in real estate, Business, Finance, or related field
- A minimum of 5 years of commercial real estate/property management experience
- Proficiency in Microsoft Office (Excel, Word, Outlook) and property management systems (e.g., AppFolio)
- Experience with lease abstraction, CAM reconciliation, and capital project scheduling
- Strong skills in budgeting, financial analysis, and reporting
- Excellent interpersonal, verbal, and written communication abilities
- Detail-oriented with strong analytical and organizational capabilities
- Self-starter who can "roll up sleeves," manage multiple priorities, and perform under pressure
- Valid Washington State driver's license and vehicle access
- Washington State real estate license

Preferred:

- CPM, RPA, or CCIM designation
- Experience with property repositioning, renovations, or capital and tenant improvement projects
- Experience mentoring and training staff
- Familiarity with sustainability and energy efficiency programs for commercial properties

Pay range and benefits: Salary of $115,000 - $150,000, DOE. Compensation varies based on experience and qualifications. Medical benefits (including medical, dental, vision, Life, EAP and FSA) and 401(k) are available for the hired applicant subject to InCity's eligibility policies.

Interested Candidates: Interested individuals should send a resume and compensation expectations to resume@incityinc.com