



Capstone Advisors is looking for an experienced real estate professional ready take on new challenges in a dynamic and entrepreneurial environment. Having just commenced our 25th anniversary in business, we are an energetic and entrepreneurial real estate investment and operating company and have been since day one. We are seeking a Vice President of Leasing to help us as we continue to grow our portfolio of multi-tenant retail, office, industrial properties, and land developments.

As the Vice President of Leasing, we are looking for a team member that will lead the leasing program for the company's diversified commercial property portfolio, ensuring the properties meet goals and objectives for occupancy and top line revenue generation. Specific outcomes with which the new team member would be challenged include:

1. Establish and achieve aggressive goals and objectives for the leasing department to support the overall portfolio financial and operational goals that are established annually.
2. Select, hire, and manage effective third-party leasing teams to ensure they are generating qualified leasing prospects to meet the annual leasing plan.
3. Evaluate the occupancy and tenancy mix at each property to develop marketing plans and strategies for the leasing of vacant spaces.
4. Review, edit and negotiate all LOI's and lease documents.
5. Specifically act as owner's main representative in negotiation of leases with tenants, including handling direct negotiations with existing tenants on renewals.
6. Evaluate economic terms of leases to ensure they are meeting established goals and objectives.
7. Evaluate the financial conditions of prospective tenants and guarantors.
8. Maintain consistent contact with leasing agents, and review research and market information to keep abreast of current conditions in the various markets where Capstone properties are located.
9. Utilize software and technology to support in managing the leasing program.

A successful team member will have the ability to lead the leasing program for the company by applying a variety of skills in management, marketing, financial analysis, lease preparation and lease negotiation. We are looking for candidates that are comfortable working as both a leader and team member to achieve diverse organizational goals, of which leasing is a critical part. The candidate will have a well-established track record in the business, and utilize a positive managerial approach while working with brokers, tenants, property managers and construction staff to achieve goals. Prior experience in directing third party brokers and third-party legal counsel, performing economic analysis of leases and tenants, and directly reviewing and negotiating LOI's and lease documents for retail, office and industrial properties is required.



What else are we looking for?

1. Knowledge of retail real estate in Southern California and other major Western markets, including Phoenix.
2. Excellent written & oral skills.
3. Proficiency with Argus and accounting and deal management software (Yardi preferred).
4. Strong work ethic; honesty and integrity.
5. Urgency; sets aggressive goals for completion of tasks and follows through on commitments; persistent.
6. Strategic thinker regarding all facets of the position; proactive.

Our culture is important to us. It been carefully developed over the last 25 years, and it suits us. It would suit you too if these are important to you:

1. Entrepreneurial and positive environment.
2. Fast paced, collaborative team members.
3. Flat decision-making structure with no bureaucracy.
4. Senior management that has been at the firm a long time and have a lot of experience, but also have a willingness to listen and learn.
5. Excellent industry reputation.

If this sounds like the place for you, please email us so we can get together to discuss this opportunity. Send us a cover letter and resume to matthes@capstoneadvisors.com. We look forward to hearing from you!