



Job Title:	Commercial Leasing Analyst
Department/Location:	Commercial Leasing and Construction
Reports to:	Managing Broker or President
Position Supervises:	n/a
Fair Labor Standards Act (FLSA) Status:	Salary
Employment Status:	Full Time
Revision Date:	02/24/2023

JOB SUMMARY

The role of Commercial Lease Analyst is critical to the efficiency and productivity of the Commercial Leasing and Construction department. This role will be responsible for creating spreadsheets, tools, financial analysis and reports for commercial leasing and financing activities within the ULI portfolio. This position will also be responsible for providing input, feedback, analysis, and reporting on potential lease and Tenant Improvement buildout activity, annual capital re-investment projects, and financing activity for the portfolio.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Track and administer commercial leasing activity across the portfolio.
- Help to strategically evaluate lease deals with leasing team by providing financial analytics, real time market data, and portfolio encumbrance information.
- In collaboration with the Lead Broker and Leasing team; track, document, and own the analysis needed to forecast anticipated property revenue and TI capital expenditures annually for operating budgets and as needed for long-term projections.
- Report on vacancy and absorption, tenant industry mix, lease tenure, historic and future rent growth, and potential at-risk leases within portfolio.
- Collaborate with property accountants to audit complicated lease issues.
- Assist with ad-hoc research projects. Maintain spreadsheets, databases, market information and analysis as needed.
- Coordinate and update reports for team meetings that include activity on leasing and construction projects along with financial and historical analyses used to facilitate team decision making.
- Communicate lease-related changes with other departments. Coordinate lease-related change documents, processes, and procedures.
- Incorporate and analyze vital data within the Yardi application.
- Build strong cross-functional partnerships to serve as a financial reporting and analysis resource, supporting departments by providing business insights and improving business processes

SECONDARY FUNCTIONS & RESPONSIBILITIES

- Assist with preparation of prospect information packages, tour kits, and presentations, as requested by Commercial Leasing team. Assist with coordinating photography, floorplans, signage, and building information.
- Support Commercial leasing team with the creation of term sheets, LOIs, and RFP responses as needed and participate in space tours as needed.



- Other projects as assigned.

JOB KNOWLEDGE, SKILLS & ABILITIES

- Understanding of commercial real estate and accounting principles, including budgeting and financial forecasting.
- Excellent written and verbal communication skills to provide exceptional customer service to both external stakeholders (tenants, vendors, community members, etc.) and internal stakeholders (building owners and colleagues).
- Ability to multitask and pivot in reaction to shifting priorities.
- Demonstrated ability to excel at both self-driven, analytic work and at collaborative projects with internal and external team members.

EDUCATION/CERTIFICATION/LICENSURE

- Bachelor's Degree, preferably in Real Estate, Accounting, business, or related studies.

EXPERIENCE

- Experience in commercial real estate or property management preferred.
- Five years of experience in a business administration, analysis, or market research role required.
- Proficient in Microsoft Office products. Experience with property management software a plus.

MISSION

Urban Land Interests manages, operates and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.

VISION

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

PEOPLE-FOCUSED CORE VALUES

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.
- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees and our communities.



Urban Land Interests

- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately-held company responsible for long term management of our properties.