

LEASING DIRECTOR CHECKLIST

- ☐ Develops and establishes policies and objectives consistent with those of the organization to ensure efficient operation of individual departments.
- ☐ Oversee the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- ☐ Manages assigned real estate projects to ensure maximum return and profitability; oversees compliance with lease terms, including rental payments.
- ☐ Analyzes the real estate market to identify investment opportunities; recommends the acquisition and/or disposition of real properties in accordance with established plans, policies, and directives.
- ☐ Analyzes and recommends income-producing strategies for real property assets, to include project financing, marketing strategies, development structure, and target tenants.
- ☐ Participates in the development and management of annual budgets for the organization; performs periodic cost and productivity analyses, and prepares financial reports.
- ☐ Participates in the development and establishment of overall policies, objectives, and short- and long-range plans; develops and implements projects and programs to assist in the accomplishment of established goals.
- ☐ Plans, develops, and implements strategies for generating resources and/or revenues for the department, as assigned.
- ☐ Performs miscellaneous job-related duties as assigned.