

**NASHVILLE INTERNATIONAL AIRPORT  
JOB DESCRIPTION**



**Job Title:** Manager, Real Estate Affairs  
**Department:** Commercial Development  
**Reports To:** Dir Real Estate Affairs

**FLSA:** Exempt  
**Grade:** 26

**JOB SUMMARY**

The Manager, Real Estate Affairs is responsible for directing activities related to real estate, lease and contract management and compliance, and property management, including interfacing with MNAA staff, legal counsel, tenants, and government agencies. Other responsibilities include drafting, processing, and reviewing documents for legal approval, participating in the negotiation of leases and agreements with tenants.

**ESSENTIAL JOB RESPONSIBILITIES**

- Interfaces with MNAA staff, legal counsel, tenants, and government agencies regarding airport matters, including land acquisition programs.
- Participates in the negotiation of leases and agreements with tenants; drafts, processes, and reviews documents for legal approval.
- Assists in directing staff in activities related to real estate, ground transportation and parking management.
- Prepares correspondences, documentation, and records.
- Monitors contracts, leases, and other agreements to ensure compliance.
- Creates and executes upon strategic land development plans.
- Develops plans and processes for tenant retention, lease renewal and re-leasing.
- Develops processes and procedures for monitoring contracts, leases and other agreements.
- Manages the development of requests for proposals (RFPs), request for qualifications (RFQs) and other solicitation documents.
- Administers property management activities of MNAA owned buildings.
- Develops policies and procedures for property management activities.
- Oversees appraisal process and appraiser selection.
- Reviews and prepares analysis of business proposals.
- Addresses lease revenue recommendations and implements lease rate adjustments.
- Participates in the development of airport requirements and budgets.
- Supports the selection and use of consultants.
- Maintains regular on-time attendance.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including Respect, Integrity, Service and Excellence (RISE).
- Performs other duties as assigned.

**QUALIFICATIONS**

**Education**

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>
Bachelor's Degree	in a related field.	X	
Master's Degree	in a related field.		X

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Experience			
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
	3 to 5 years of lease management or related experience.	X	
	3 to 5 years corporate and general aviation, airport land development, airport operations or related experience.		X

Licenses and Certifications				
<i>Licenses/Certifications</i>	<i>Licenses/Certification Details</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>
Valid Driver License CLASS D			X	
Certified Member	American Association of Airport Executives (AAAE).			X
Certified Property Manager	National Association of Realtors.			X
	Certified Commercial Investment Member (CCIM)			X

Language Skills
<ul style="list-style-type: none"> <li>Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.</li> </ul>

- | Knowledge, Skills, Abilities, and Other Characteristics  |
|--|
| <ul style="list-style-type: none"> <li>Airport Property Management: Knowledge of the statutes and ordinances governing the management of airport property.</li> <li>Aviation Law: Knowledge of laws, concepts, rules, regulations, and practices in the aviation industry.</li> <li>Property Management Practices: Knowledge of theories, principles, and practices of property management, including appraisal, condemnation law, real estate acquisitions, and leasing.</li> <li>Accounting and Auditing Principles: Knowledge of generally accepted accounting and auditing principles in the public sector.</li> <li>Office Management: Knowledge of general office management practices and procedures.</li> <li>Analytical Thinking: Skill in analyzing information and using logic to address work-related issues and problems.</li> <li>Computer Use: Skill in using a personal computer, the internet, and other software to perform job-related functions.</li> <li>Property Management: Skill in planning, developing, and implementing property management actions.</li> <li>Accounting: Skill in applying generally accepted accounting principles and accounting operations to organizational financial needs.</li> <li>Relationship Building: Skill in establishing and maintaining effective and professional working relationships with others.</li> <li>Reporting: Skill in preparing and producing timely and accurate oral and written reports.</li> <li>Presenting: Skill in developing and delivering presentations, both oral and written, to groups of varying size.</li> <li>Supervision of Personnel: Skill in supervising and managing others, including planning work, providing direction, motivating workers, and identifying the best workers for the job.</li> <li>Written Comprehension: Ability to read and understand information and ideas presented in writing.</li> <li>Written Expression: Ability to use words and sentences in writing so others will understand.</li> <li>Ethical Behavior: Consistently displays ethical behavior.</li> </ul> |

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### Knowledge, Skills, Abilities, and Other Characteristics

- Professionalism: Demonstrates professional behavior and appearance in all situations.
- Innovation: Shows creativity and alternative thinking to develop new ideas and solutions for work related problems.
- Motivation: Displays self-motivation, and takes ownership to achieve a goal.
- Ability to obtain and maintain a Security Identification Display Area (SIDA) badge.

### COMPETENCIES

#### Community and Public Image

- Ability to effectively and professionally interact with members of the community
- Awareness of local community and political climate
- Identify business opportunities to increase revenue within scope of job duties

#### Customer Impact

- Ability to build value-added relationships with customers, business partners, and potential business partners

#### Financial Management

- Creates and maintains budget including variance analysis
- Understands financial reports

#### Job Knowledge

- Solid knowledge and experience in specific job function

#### Leading Functional Area

- Can solve problems and make solid decisions
- Enhances business skills and knowledge
- Manage politics and positively influence others
- Manages the work
- Executes strategy for functional area(s)
- Takes risks and innovates
- Understands and navigates the organization

#### Leading Others

- Ability to manage change
- Builds and maintains relationships
- Develops others
- Embraces diversity and inclusion

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**Leading Others**

- Listens and communicates effectively; honest and direct communication at all levels
- Manages effective teams and work groups

**Regulatory Compliance**

- Current and ongoing knowledge of regulatory compliance issues in airport industry and specific job function

**Results Orientation**

- Focuses on improvement of business processes and procedures

**Self Management**

- Demonstrates ethics and integrity
- Develops adaptability, open to new ideas and challenges
- Displays drive and purpose
- Exhibits managerial stature
- Increases own capacity to learn
- Increases self-awareness, accountability and honor commitments
- Treat others as we expect to be treated

**Strategic Orientation**

- Ability to integrate information
- Critical analysis skills
- Deliver outstanding customer satisfaction
- General knowledge and understanding of the airport industry
- Skill in developing action-oriented plans
- Ability to think long-term impact of decision on organization and other departments

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

**Physical Demands**

	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Bending		X		
Carrying		X		
Climbing	X			
Feeling - Tactile Sensation				X
Handling				X
Hearing				X
Kneeling	X			

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Physical Demands				
	Rarely	Occasionally	Frequently	Constantly
Lifting		X		
Pulling		X		
Pushing		X		
Reaching			X	
Sitting			X	
Standing		X		
Talking - Communicating				X
Vision - Depth Perception				X
Vision - Far Acuity				X
Vision - Near Acuity				X
Walking			X	

***Disclaimer:** This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*