

The Organization:

Self-Help is a leading national community development financial institution headquartered in Durham, NC. Since 1980, Self-Help has provided \$8.5 billion in financing to 159,000 families, individuals and businesses. It helps drive economic development and strengthen communities by providing responsible financial services; lending to individuals, small businesses and nonprofits; developing real estate; and promoting fair financial practices across the nation. The Self-Help family of nonprofit organizations includes Self-Help Credit Union, Self-Help Federal Credit Union, Self-Help Ventures Fund and the Center for Responsible Lending. Through its credit union network, Self-Help serves over 150,000 people in North Carolina, California, Chicago, Florida and South Carolina. Learn more at www.self-help.org, www.self-helpfcu.org and www.responsiblelending.org.

Role Overview:

Self-Help is seeking a Real Estate Leasing and Marketing Manager to join our team in Durham, NC. The Real Estate Leasing and Marketing Manager is responsible for performing a variety of leasing tasks required to properly maintain Self-Help's owned commercial and, where applicable, residential real estate portfolio. This position will play an essential role in managing Self-Help properties across North Carolina, including office and retail space. Key tasks include identifying commercial real estate tenants, coordinating lease renewals, and managing third-party brokers. This position will also help create and implement project-specific marketing plans and create reports. As a public-facing member of the Real Estate team, the Leasing and Marketing Manager represents Self-Help's mission to the public and is therefore responsible for attending community events, conducting tours and participating in owner's association meetings.

Essential Responsibilities:

- Negotiate and document renewals of existing leases in Self-Help's commercial portfolio.
- Serve as primary contact with prospective tenants and their representatives to lease vacant space in Charlotte, Durham, Rocky Mount, Greenville, Fayetteville, Wilmington and/or other areas as assigned.
- Serve as manager of third-party brokers in Greensboro (Self-Help Center, Renaissance Shops), Asheville, and/or other areas as assigned.
- Determine the eligibility and creditworthiness of prospective tenants.
- Continually review Self-Help's standard commercial lease and recommend changes/updates as needed.
- Assist Property Management team with delinquency and collections, as needed.
- Represent Self-Help at community events to promote business development and build on the organization's reputation.
- Develop and implement marketing plans, including collateral materials, for commercial properties/projects.
- Produce and update property listings and presentations.
- Coordinate with other teams to ensure Real Estate's marketing approach is consistent with organization-wide messaging.
- Maintain working knowledge of Yardi including the ability to develop and run reports.
- Prepare monthly vacancy reports, lease renewal tracking report, and other reports as directed.
- Actively participate in the preparation of annual building budgets.
- Support the sales and leasing of the buildings if/when growth opportunities warrant.
- Act as a change agent to drive Self-Help's economic inclusion initiatives by integrating supplier diversity and the use of businesses owned by women and people of color in third party contracting and vendor management for relevant products and services
- Perform other duties as may be deemed necessary.

Credentials, Experience and Skills:

- Bachelor's degree in marketing, business, or related field or equivalent combination of relevant work experience and education. Master's degree in marketing, business, or a related field; or an equivalent combination of education and work experience preferred.
- 3 to 5 years real estate leasing or related experience including at least 2 years of commercial real estate leasing experience.
- Experience working with community, neighborhood, and/or economic development programs preferred.
- Strong commitment to our mission – creating economic opportunity for traditionally underserved communities.
- Preference for working in organizations that place priority on teamwork and collaboration
- Demonstrated interest in community, neighborhood, and/or economic development.
- Strong sales and marketing skills including strong interpersonal and written communications skills. Knowledge of principles and methods for showing, promoting, and selling products or services.
- Ability to actively engage and work effectively with a wide diversity of prospective tenants.
- Proficient in Microsoft Office suite.
- Experience in or willingness to develop proficiency with Yardi, the Real Estate Team's property management and leasing software.
- Familiarity with social media platforms, and willingness/aptitude to learn to edit content on Self-Help website in conjunction with the Communications team (no coding/programming required).
- Active North Carolina real estate broker license preferred
- CCIM or similar real estate professional designation preferred.
- Strong negotiation skills.
- Keen attention to detail.
- Ability to juggle multiple priorities while ensuring meeting deadlines.
- Ability/willingness to travel to Self-Help properties throughout the state of NC.

Physical Requirements:

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and exert force of up to 40 pounds.

Compensation:

Competitive nonprofit compensation, based on experience, plus a generous benefits package.

Application:

Visit our [Careers Page](#) to apply for this position. This position will remain posted until filled.

Self-Help is committed to providing equal employment opportunities to all persons, regardless of race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression (including transgender status), age, sexual orientation, military and veteran status, class or family status.