



JOB DESCRIPTION

Position Title: Commercial Property Manager

Reports to: Resource Management - Land Assets Division Director

FLSA Status: Exempt

GENERAL PURPOSE OF POSITION

The Commercial Property Manager is responsible for the day-to-day activities of the Commercial Property Program ("Program"). Commercial Property is responsible for managing OHA's corporate and investment lands and real estate, and for overseeing the acquisition of such property.

The Commercial Property Manager reports to the Land Assets Division Director ("Director") and provides assistance with corporate and investment lands and real estate holdings. The Commercial Property Manager is responsible for planning and coordinating the acquisition, development, management and sale of corporate and investment lands.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Program Direction and Management
 - a. Ensures that Program activities are aligned with advocacy initiatives, strategic priorities, and directives of the Chief Executive Officer ("CEO"), the Chief Operating Officer ("COO") and the Director.
 - b. Communicates with the Director and, on request, briefs the COO and/or CEO and/or the Trustees regarding internal and external issues, trends, and ongoing professional observations which may bear on strategic and operational decision making.
2. Operations
 - a. Develops and/or ensures development of policies, procedures, guidelines, standards, templates and tools related to Commercial Property programs.

- b. Ensures work performed is aligned to organizational priorities. Monitors and manages expenditures within budget allocations. Prepares and submits program work plan and budget reports by established deadlines.
- c. Ensures work performed by Program is aligned to organizational priorities. Monitors and manages expenditures within budget allocations. Prepares and submits performance reports.

3. Commercial Property Management

- a. Works closely with the Director, and, upon request, the COO and CEO, in the development of investment and commercial real estate acquisition and management policies for consideration by the Board of Trustees. Ensures Program Work Plans and activities are consistent with Board policies regarding the acquisition, development and management of programmatic and investment lands and real estate holdings.
- b. Manages the review and analysis of investment and commercial real estate and property transactions. Works closely with the Director, CFO, COO, legal counsel, consultants and other OHA staff to perform due diligence on proposed land and property acquisitions. Prepares reports analyzing proposed acquisitions and sales, and evaluating proposals in relation to OHA's land policies and strategic objectives. Under the direction of the CEO, COO and/or Director, oversees implementation of any decisions regarding the acquisition or sale of real estate and property.
- c. Manages the development of investment and commercial real estate. Works closely with COO, CFO, Director, other OHA staff, consultants, regulators and community groups with regard to master planning, development and financing. Prepares reports analyzing proposed transactions and plans in relation to OHA's land policies and strategic direction. Under the direction of the CEO, COO and/or Director, oversees implementation of any decisions regarding the acquisition or sale of commercial real estate and property.
- d. Oversees the ongoing management of investment and corporate real estate holdings. Ensures Program staff regularly evaluates operation of OHA properties, identifies and minimizes risk, addresses issues and implements remedial actions when appropriate. Ensures that OHA commercial properties are properly managed and producing maximum returns on OHA's investment.

- e. Works closely with the COO, CFO, Director, legal counsel, consultants and other OHA staff in negotiating, preparing and executing leases, licenses and other agreements involving OHA commercial real estate. Ensures that Program staff properly administers and enforces leases, licenses and other agreements, including timely collection of any income or proceeds from such lands.
- f. Ensures Program activities are coordinated with the appropriate federal, state, and county agencies and private organizations. Upon request, serves as OHA liaison to government agencies and private organizations on commercial land and property management issues.
- g. Works with Division Directors, COO and CEO to disseminate information regarding OHA commercial land and property management activities to government agencies, beneficiaries and the general public.
- h. Supervises the Facilities Coordinator, who oversees the acquisition and maintenance of furniture, machinery and equipment (excluding computer equipment and devices) for all of OHA's corporate offices.

4. Management

- a. Makes hiring and other personnel recommendations for the Program to the Director.
- b. Ensures that employees within the Program share information and insights, use collaboration as needed to explore issues and/or solve problems, and demonstrate shared responsibility for program performance. Takes whatever actions are required to positively replace behaviors and/or persons when necessary.
- c. Ensures and engages in employee performance planning, feedback, and performance evaluations at scheduled intervals. Engages in ongoing coaching and performance improvement planning to close performance gaps.
- d. Ensures without exception the proper handling and maintenance of confidential, sensitive and/or proprietary information.
- e. Performs supervisory tasks, such as leave time approvals, performance reviews, training and related employment decisions for the Program. Disseminates needed information to staff in a timely manner.

- f. Performs job duties in accordance with OHA's policies and procedures. Considers OHA's mission and core values when making decisions.
5. Fully supports in action, language, behavior and performance the priorities, decisions, and directives of the Director, COO and/or the CEO.
6. Regular attendance on a daily basis is required for this position.
7. Occasional travel is required for this position.

OTHER DUTIES/RESPONSIBILITIES

Performs other duties and responsibilities as assigned by the Director.

MINIMUM QUALIFICATIONS:

Education, Training and/or Experience

1. Graduation from an accredited college or university with a bachelor's degree in architecture, land use planning, business administration or related field. A master's degree is preferred.
2. Five (5) years of progressively responsible work experience in development and construction, real estate transactions (acquisitions, sales, and leases) and property or land management. Experience must have involved the acquisition, master planning, development of investment and commercial real estate and/or management of land.
3. Three (3) years of administrative experience that involved management of professional staff; the ability to develop solutions to complex and unprecedented situations; the ability to develop and maintain effective working relationships with others and major responsibility for the development, management, execution and coordination of program policies and activities.

Knowledge, Skills and Abilities

1. Must have working knowledge of:
 - Implementation, strategic planning, performance-based budgeting, performance based contracting, performance reporting, evaluation and decision making
 - Fundamental principles, practices, methods, techniques, and procedures of land and property acquisition, development and management
 - Real estate environment, structure and funding

- General business practices, particularly with respect to leases, licenses and other agreements
2. Must have general knowledge of:
 - Land and real estate valuation
 - Government accounting, budgeting, auditing and reporting
 - Human resources management
 - Office management
 - Data and records management
 3. Must have demonstrated skills or ability to:
 - Think strategically about broad, long-term goals; track, analyze, and manage complex internal and external issues (particularly in the areas of real estate investment, land use, public land trusts/ceded lands, and land and property management)
 - Analyze systems, processes and practices and develop solutions for unusual problems; recommend operational improvements
 - Lead and implement data-informed decision-making practices in difficult or complicated situations
 - Prioritize business objectives and provide discipline to the implementation and reporting processes
 - Set goals and achieve desired results, and a demonstrated ability to impart a results-oriented approach to others in the organization
 - Facilitate collaboration among subordinates and to work collaboratively with other managers
 - Communicate effectively (in writing and orally) with management, peers, subordinates, consultants and the public
 - Inspire confidence and to develop others' skills and abilities
 - Deal tactfully and effectively and establish and maintain working relationships with other employees, external agencies and their representatives, and with the general public
 4. Must have a valid driver's license.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.
3. Requires concentration, alertness and attention to detail.

4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors, although employee is expected to visit other sites from time to time (including outdoor areas). Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The CEO shall have authority to amend this job description to meet the organization's needs.

Position No.36203, Commercial Property Manager, SR30.

Kamanao'pono Crabbe, Ph.D.
Ka Pouhana, Chief Executive Officer

Date