

Revised: October 24, 2009

Othello Partners, Inc.

Position: Marketing, Sales and Leasing Coordinator

Employment Description

Title: Marketing, Sales and Leasing Coordinator

Reports to: Chief Executive Officer

Pay Status: Full Time or Part Time

Summary: The Marketing, Sales and Leasing Coordinator will be responsible for developing, establishing and maintaining marketing strategies to meet organizational objectives.

Work Environment & Company Information:

Othello Partners' mission is to develop environmentally sustainable and financially viable residential and commercial projects with a focus on transit-oriented, in-fill re-development. In August 2009, Othello Partners in partnership with USAA RealCo broke ground on *The Station at Othello Park*. Located adjacent to Othello Light Rail Station in southeast Seattle, *The Station at Othello Park* is a 420,000SF, LEED Silver, mixed-use development with 351 apartments and 20,000SF of retail space. Residential pre-leasing will start in January 2011.

Projects currently under development include *Othello Station North* and *Trenton Townhomes*. *Othello Station North* is a six-story building containing 17,700 square feet of retail, 370 residential units, and 372 parking stalls. The Master Use Permit (MUP) has been published and is expected to be completed in late 2009. *Trenton Townhomes* is located at the Rainier Beach Light Rail Station, we are actively working to finalize a joint short plat and rezone MUP for 67 modern townhouses on a 2.5 acre site.

Make a difference and join our team as we shape the future of Seattle.

Essential Duties and Responsibilities:

- manage and coordinate marketing, advertising and related activities
- coordinate and lead community organizations to establish international/farmers market
- develop and implement marketing plans and projects for new and existing projects
- manage the productivity of the marketing plans and projects
- monitor, review and report on all marketing activity and results
- manage and coordinate project specific marketing and public relations consultants
- determine and manage the marketing budget
- deliver marketing activity within agreed budget
- design, implement and evaluate marketing campaigns for new properties
- market and coordinate the sale of our residential and commercial properties
- act as primary leasing agent for residential properties
- coordinate customer service for leased properties
- participate and plan community outreach activities, such as park and street festivals
- management and editing of website content

Knowledge, Skills, and Abilities:

- Bachelors degree in Marketing, Communications or related discipline; or equivalent experience
- 2+ years experience in real estate marketing preferred.
- Ideal candidate will have a real estate license or experience in real estate sales
- Must be detail oriented, with the ability to organize data and information into resourceful reports
- Excellent written and verbal skills
- Basic computer skills

- MUST be able to work well in a fast paced, fluid environment, with a demonstrable history of meeting deadlines.
- Consistently demonstrates good judgment in the absence of explicit instructions and requires minimal supervision
- Proven ability to seamlessly execute difficult tasks in a team environment

Applications

To apply, please submit your resume and cover letter with salary requirements, attention Tom R, Othello Partners, Fax to (206) 722-1515; Email to jobs@othellopartners.com or mail to: Othello Partners, 4001 S Chicago St, Seattle WA 98118