

**TITLE:** General Manager

**REPORTS TO:** President - Marketplace Development

**JOB DESCRIPTION:**

- Manage the day-to-day responsibilities of the retail and food & beverage concession program.
- Manage the staff personnel to achieve MPD and MWAA goals & objectives.
- Develop and manage annual income and operating goals with the assistance of the Accounting and Financing Department.
- Negotiate all contract service agreements.
- Establish and maintain positive relationships with the client MWAA and Concessioners (Subtenants).
- Work with the leasing team to maintain occupancy level, meet required Compliance and ACDBE goals.
- Oversight of the property Risk Management Program.

**RESPONSIBILITIES:**

- Develop and facilitate the attainment of property goals and objectives.
- Lead the staff to the accomplishment of their departmental goals.
- Active involvement in Concessions and Specialty Leasing Program.
- Oversight of the Street Pricing Program.
- Construction management oversight of contracted or in-house Tenant Coordinators and Project Manager to ensure all tenant projects are completed within established schedules.
- Manage the Marketing activities in conjunction with DCA Marketing Manager.
- Serve as day-to-day liaison with Airport Authority staff and manage compliance with all contract requirements.
- Maintain compliance with all LDBE and ACDBE requirements.
- Effective communications with the Corporate Office.
- Facilitate monthly meetings and reporting with the Corporate Office and the Airport Authority to provide updates on finances, leasing, construction, operations, marketing, and specialty leasing.
- Manage Accounts Receivable and Accounts Payables.
- Manage the property in accordance with FAA and airport Rules and Regulations.
- Manage on Duty Program.

**COMPETENCIES:**

- Personnel management and leadership.
- Organization and time management.
- Communication - written & spoken.
- Proficient in MS Outlook, Excel, Word and PowerPoint.
- Accounting & Budgeting - Business Management Software (MRI and Nexus a plus)
- Public relations, advertising & marketing programs.
- Retail and Restaurant leasing knowledge.
- Knowledge of construction and facility maintenance programs.
- Basic knowledge of Loss Prevention, Safety, and security.

**EDUCATION & EXPERIENCE PREFERRED:**

- Bachelor's degree.
- Professional property management certifications (such as CPM or CSM) are desired.
- Ten years experience in retail property management, or equivalent experience.