Manager - Property Management, Marketing & Communications
The Port of Edmonds boat marina was created in 1962 and provides the only public boating access in the highly populated 30-mile stretch between Seattle’s Shilshole Bay and the Port of Everett. The marina now includes over 660 wet moorage slips and dry storage for more than 230 boats and 40 trailers. The Port also owns and operates multiple pieces of real estate including the Harbor Square Business Complex which consists of seven (7) separate buildings with approximately 45 leases covering over 100,000 square feet of space.

The Port is governed by a five-member board of Commissioners who are elected by the voters of the Port District for four year terms. The Port district covers roughly half of the City of Edmonds and all of the Town of Woodway.

It is the Mission of the Port of Edmonds to: Operate the Port of Edmonds in a fiscally sound, environmentally responsible manner; ensure quality service to all customers and provide a vibrant, attractive environment for the Edmonds-Woodway community with full accountability to the stakeholders of the Port District, consistent with the Port’s primary purpose which is to promote economic development.

For more information on the Port of Edmonds, please visit https://www.portofedmonds.org/.

The Position

The Manager, Property Management, Marketing, and Communications is a newly created position and reports directly to the Executive Director of the Port. The Manager’s primary responsibilities include activities related to property management for the Port of Edmonds’ Harbor
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Square commercial development including marketing the property and facilities, tenant relations, daily care and maintenance, lease negotiations, and reporting. The Manager will also be the lead staff member at the Port overseeing communications and public relations activities such as creating and implementing a comprehensive communications/PR plan, publishing regularly scheduled newsletters for Port customers and the general public, and serving as a representative for the Port at various community and civic meetings.

In addition, the Manager will lead the Port’s efforts focused on promoting tourism in and around Edmonds by serving as the Port’s liaison in collaborative efforts with the City of Edmonds, Snohomish County Tourism Bureau, and the Port of Seattle among others. He or she will also maintain working relationships with regional tour operators, hotels, and cruise ship operators (among others) to promote and encourage Edmonds traffic, and develop and distribute direct marketing materials that encourage visitors to explore Edmonds.

Candidate Profile

The successful candidate will be a highly organized professional who brings a focus on customer service and satisfaction, thoroughness, and follow through. The Port seeks a friendly, outgoing individual with experience working with diverse stakeholders. Ideally, this will also include some experience or exposure to the unique demands of working in and for a public sector agency.

The preferred candidate will possess experience with marketing and promotions that can be applied across the various dimensions of this position (property management, tourism promotion, public relations). He or she must be a skilled negotiator who is comfortable dealing with adversity on the occasion when a difference of opinion
may develop. The ideal candidate will be accessible, approachable, friendly, open minded, and adept at serving as an enthusiastic representative of the organization.

The Port environment demands a collaborative, consultative, and flexible person who can manage multiple priorities and projects simultaneously, and stay focused on the big picture while ensuring that details are attended to. The Port of Edmonds is a highly visible public entity that requires all staff to maintain and demonstrate personal integrity beyond reproach and to always act in accordance with the laws, rules, and regulations governing the operation of a public port in the state of Washington.

Opportunities for Impact

Relationship Building
An immediate priority for the new Manager is spending the time necessary to form working relationships with current tenants of the Harbor Square property, Port staff, partner agencies, and other key stakeholders.

Tenant Relations
The new Manager will be expected to quickly get up to speed on current tenant leases and prepare for any necessary negotiations and renewals that may be imminent. This will also include analyzing existing tenant documentation and ensuring that all files are in compliance with applicable requirements and regulations. In addition, he or she will be expected to inventory vacant space on the property and formulate and implement a plan to market the space to prospective tenants.

Harbor Square
As a key representative of the Port, the new Manager must quickly understand current Port or City wide issues that impact operations of the Harbor Square property. These include parking capacity on the property, stormwater, and issues related to the Sounder commuter train and freight trains, the impact of traffic on access to the property, and protecting the marsh.

Communications Plan
Working closely with the Executive Director and the PR/Communications Committee, the new Manager will lead the effort to develop a comprehensive communications plan for the Port. He or she will also be expected to evaluate existing communications pieces and make recommendations for changes, edits, or additions.

Qualifications
Candidates must possess three (3) years minimum experience in, or related to, one or more of the following areas: commercial or industrial property management, marketing, public relations, communications, graphic
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design, content development, content management, content strategy. Additionally, a Bachelor’s degree from an accredited four-year institution in business administration, marketing, public relations, communications, public administration, finance, or related field is required as is a valid driver’s license.

For Consideration

In addition to a stunning office location near the Edmonds Waterfront and competitive compensation ($70,000 - $75,000 DOE), the Port also offers a generous benefits package. The Port of Edmonds is a progressive, equal opportunity employer and all candidates are encouraged to apply. The position is open until filled. Candidate review begins immediately and first round interviews will commence by late February or early March. Please send a compelling cover letter that describes how your experience aligns with this position along with a resume of no more than two (2) pages to Mr. Ed Rogan, Principal Consultant, SQR2 Consulting, ed@sqr-2.com. You may also call Mr. Rogan with questions or to learn more at 206.697.8428.