



**PORT OF BELLINGHAM**  
*Washington State*

**DIRECTOR OF REAL ESTATE  
AND ASSET MANAGEMENT**

**\$110,000 - \$140,000**

*Plus Excellent Benefits*

*Apply by*

**April 25, 2021**

*(First Review. Open Until Filled)*

***P*ROTHMAN**



## THE REGION



Whatcom County is located in the northwest corner of Washington State. With its proximity to Mt. Baker, the beautiful Puget Sound, and the world renowned San Juan Islands, Whatcom is an extremely desirable place to live and work. Situated just south of the Canadian Border, Whatcom County (population 229,000) is made up of several rural communities and smaller towns, as well as Bellingham (population 90,000), the county seat.

The City of Bellingham and the surrounding wilderness make it the most livable, vibrant communities in the country. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day, explore miles of hiking and bike trails, or stay in town and enjoy a vibrant arts scene, unique shops and restaurants, and the community-wide emphasis on locally produced food and other products. Bellingham is also among the fastest growing metropolitan areas in the country. Bellingham is the recipient of a long list of awards, including many designations as a “best place” for livability and outdoor adventures and recognition for leadership in sustainability.

The community proudly supports an active and innovative arts culture with numerous museums and art galleries, and a rich variety of musical and theatrical performing arts. The Whatcom Museum (a Smithsonian affiliate) houses contemporary art and historic exhibits and is one of the state’s largest museums outside of Seattle. The Mount Baker Theatre hosts more than 100 live performances each year. The City’s rich historic heritage has been preserved, and historic districts now house specialty shops, bookstores, and fine dining.

The City has a wide variety of desirable neighborhoods and housing styles, from regal Victorians to waterfront hideaways, country farmhouses, condominiums and thoughtfully planned new developments. Education is a top priority in Bellingham and Whatcom County. Citizens support excellence in education, including nationally lauded K-12 schools, highly regarded private schools, a community college, a technical college, and Western Washington University, which is highly ranked among public regional universities in the West.

## THE PORT OF BELLINGHAM

The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community through leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers. By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for both seaports and airports. This combination is distinct from that of either the private sector or other government entities.

The Port of Bellingham operates the Bellingham International Airport (BLI), two Marinas (Squalicum and Blaine Harbors), a shipping terminal, a ferry terminal, bus station, and a real estate portfolio hosting over 230 businesses and employing over 7,000 jobs. In addition to its operating departments the Port has teams that operate community open spaces, promote economic development, conduct environmental cleanups, and organize and host community events.

The Port has nearly 100 FTEs, averages \$23 million in operating revenues and collects an additional \$7.5 million in property taxes. The Port is governed by a non-partisan, three-person Board of Commissioners. Each are elected from one of three districts in Whatcom County and serve staggered four-year terms. The Board oversees all Port of Bellingham operations by providing policy direction and decisions in public meetings.



To learn more about the extensive operations of the Port of Bellingham, please visit:

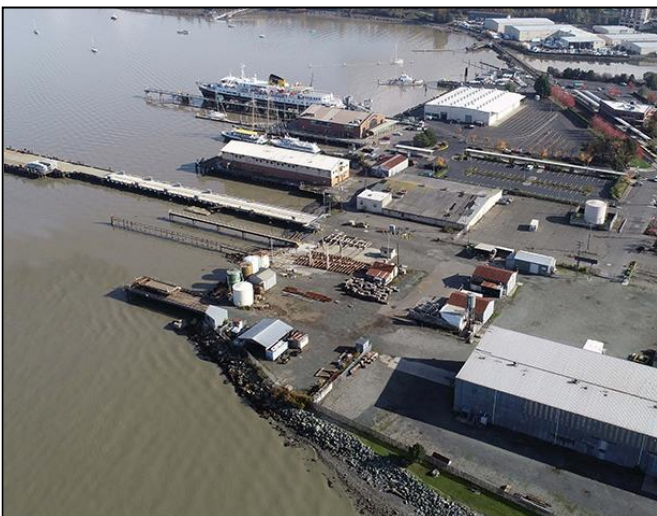
[www.portofbellingham.com](http://www.portofbellingham.com)

## THE DIVISION

Operating lean and efficient with 5.5 FTEs including the Director, four property managers, and a lease assistant, the Real Estate Division works to provide excellent services to the Port of Bellingham's tenants, customers, and the public. Functions of the department include asset management and development of the port's real estate portfolio; marketing and negotiating the lease, rental, or sale of the port's available land and buildings through all port divisions including aviation marinas, maritime, and The Waterfront District; and assisting other divisions in the strategic long-range analysis and marketing of undeveloped real estate assets of the port and negotiating tenant participation in environmental clean-up projects. Currently the Real Estate Division manages 146 tenants ranging from air cargo companies to beauty shops and is anticipated to generate approximately \$6.8 million in revenues in 2021.

## THE POSITION

Under the direction of the Executive Director, the Director of Real Estate and Asset Management manages the Port Real Estate Portfolio, conducts and assists in complex negotiations for sales, lease, and the marketing of Port properties. This position will direct efforts to maximize the revenue potential and use of Port owned assets and help foster job-creation and positive economic impacts to the community. The Director will also direct and coordinate the negotiation of real estate transactions ensuring that all transactions comply with Federal, State, and local laws and regulations. To view a full job description, click [here](#).



## OPPORTUNITIES & CHALLENGES

**Shoes to Fill:** The current Director has played a crucial part in the overall growth of the Port. The next Director will have the opportunity of stepping into a highly regarded leadership role and continue the forward progress of the division and lead the real estate team into the future. Staff is eager for the new Director to get to know the team and be brought up to speed quickly, keep team communication and collaboration flowing, and also bring a new set of skills and experience to assess the organization and advance the team.

**Day-to-day Business:** Another big challenge, which is no different from any other year, is the successful conduct of the day-to-day real estate business. Real estate transactions are often complicated, political, controversial, and challenging. Deliverables range from keeping up with expectations from Port leadership, tenants, and the public regarding sensitive issues and transactions, to the more mundane and routine actions like ensuring rent is paid, insurance is in place, and all maintenance is taken care of. The next Director will be well versed in all aspects of real estate, project management, and real estate development, able to keep up with these complex and routine tasks, in an efficient and productive manner without significant drama or employee turnover.

**Teamwork:** With the hiring of a new Director comes an opportunity for the current team to advance their teamwork and collaboration. Current staff work very well together and do an excellent job supporting each other. Existing Port staff will bring the experience the previous Director has imparted on them to the table. Together with the set of skills brought by the new Director, this transition will provide an opportunity to evaluate what works well and where there are opportunities to improve to successfully advance the real estate team.

**Property Management:** The incoming Director will be responsible for attracting new developers and business partners to build out undeveloped properties at the Airport, sell Port properties, and reinvest funds into the new Industrial Park. Part of this process will also be solving an increased pressure from homelessness and the mentally ill, which may require greater time spent ensuring that Port properties are safe and remain attractive to prospective tenants.

**Productivity:** The division is currently functioning smoothly at maximum productivity. The new Manager will be challenged with keeping the day-to-day business running smoothly while also trying to sustain the current productivity, especially during the current COVID 19 effect on real estate, the economy, and tenants.



**IDEAL CANDIDATE**

**Education and Experience:**

A bachelor's degree in a related field, and ten (10) years of experience in real estate, project management, or real estate development is required. Competence and substantial experience in each of the above three areas will be required to be successful in this position. Excellent organizational and written/verbal communications skills are required.

**COMPENSATION & BENEFITS**

- **Salary: \$110,000 - \$140,000**
- Medical/ Prescription Benefits
- Dental/Vision/Orthodontia Benefits
- Employee Assistance Program
- Flexible Spending Account
- Life and AD&D Insurance
- Additional Voluntary Life/AD&D Benefits
- Long Term Disability
- 28 Days Paid Time Off
- Family and Medical Leave
- Washington Paid Sick Leave
- Washington State PERS
- Deferred Compensation
- 10 Paid Holidays
- Educational/Tuition Benefits

**For more information, please visit:**

**[www.portofbellingham.com](http://www.portofbellingham.com)**



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*Washington State*

The Port of Bellingham is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 25, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Port of Bellingham, WA – Director of Real Estate and Asset Management**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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