



28 Exeter at Newbury Leasing Agent

Kensington Investment Company, Inc. (KIC), is the family office of the Lewis Family. KIC's primary areas of investment include real estate, direct investments in private companies, and alternative investment vehicles, such as private equity and venture capital funds.

In addition to real estate and other investments, the Lewis Family owns Grand Circle Corporation (GCC), which operates through the brands Grand Circle Cruise Line, Overseas Adventure Travel, and Grand Circle Travel, and is the nationally recognized leader in international travel, adventure, and discovery to Americans over the age of 50.

The Lewis family and KIC have formalized their commitment to changing people's lives and giving back to the communities where they travel, live, and work through philanthropic endeavors, which include Pinnacle Leadership Foundation, Lewis Family Foundation, Grand Circle Foundation and the Eastman Corner Foundation.

Top 3 Goals:

1. Achieve 65% resident retention annually

- a) Responsible for all residential leasing and marketing of the property and tracking all sources of qualified prospects.
- b) Implement rent increases upon turnover, execute lease notifications and renewals and meets or exceeds weekly leasing goals.
- c) Performs all exit interviews and reports back to management on recommendations to improve retention.

2. Achieve 95% Occupancy annually; Expert in competitive buildings & market

- a) Prepares and reports out on all competitive market studies bi-weekly to KIC team.
- b) Conducts weekly call rounds to competitors and reports out on hot issues in the market.
- c) Conducts a quarterly market study of competitive properties (walk thrus) and reports back to management on trends, changes and reccos to improve
- d) Responsible for developing & maintaining long term relationships with brokers
- e) Responsible for website unit availability & accuracy
- f) Responsible for preparing monthly forecast update of rent increases, vacancy, incentives, broker fees and concessions.

3. Achieves 85% overall service quality excellence

- a) Responsible for developing, scheduling, implementing and attending all resident events.
- b) Reports out to management on the success of each: resident participation and potential leases.
- c) Designs and implements nutrition and fitness offerings for residents.



Key Attributes Candidate Must Have

- 3-5 years' experience
- The candidate should exemplify the company values of open and courageous communication and risk taking by raising issues immediately and concisely with appropriate recommended action.
- Proven Maturity
- Excellent communication skills, both written and oral
- Attention to detail to drive service quality

Job Location: Boston, Massachusetts
Position Type: Full-Time, Tuesday to Saturday
Reports to: 28 Exeter at Newbury Property Manager
Salary: Commensurate with Experience
Posted: January 30, 2017

Areas of Responsibility to Include (but not limited to):

- Manage a strong, differentiated community brand experience for prospects and current residents.
- Manage all advertising, including strategic media placement, social media components, website content and signage.
- Maintain and cultivate Exeter's "boutique" style approach to the resident experience
- Deliver Bi-weekly competitive marketing reports
- Deliver weekly "call arounds" to all competitors
- Use tracking report / competitor reports to evaluate marketing efforts
- Manage all leasing email blast daily
- Contribute to the development of annual property marketing budgets, and monitor on an ongoing basis to stay on plan

Qualifying Personal Surveys: All eligible candidates will be required to complete a Predictive Index and Leadership Evaluation Assessment survey. As a condition of employment, all candidates must complete a i) Drug Screen and ii) Background Check.