

# Tenant Acquisitions, Manager

## Job Summary

The Tenant Acquisitions Manager is responsible for building and sustaining a vibrant tenant community aligned with the district's vision and objectives. This role involves identifying and securing tenants who contribute to JAX as a dynamic creative and cultural hub. By identifying and strategically attracting complementary tenants, overseeing the tenant selection process, managing lease agreements, the Manager helps cultivate an environment where artists, creative organizations, and businesses can thrive. Success in this role is measured by the strength of the tenant community, its alignment with JAX's creative ethos, and the district's long-term sustainability.

## Background

JAX is the heart of Riyadh's artistic and creative community, home to leading arts foundations, music venues, creative organizations, and innovative businesses. As the district grows, it continues to nurture artists, cultural institutions and creative enterprises while developing a year-round destination for original and forward-thinking retail, dining, lifestyle, and entertainment concepts. By fostering a dynamic platform for the arts and creative disciplines, JAX aims to become the go-to spot for audiences of all background to engage with the arts and experience something new.

## Key responsibilities

### Tenant mix development

- Develop JAX's community mix across various tenant categories, including artist studios, creative organizations, creative production spaces, retail, offices, F&B, entertainment, lifestyle, and services
  - Lead the tenant selection process from initial expression of interest to application reviews, evaluations, and final selection
  - Proactively seek new tenants to attract to the district, ensuring alignment with JAX's strategic goals while considering what JAX would add and contribute to these tenants
  - Oversee the pipeline of tenant applications and manage their evaluation
- Tenant selection strategy: Prioritize potential tenants by distinguishing essential primary qualifications from desirable secondary traits to maintain a balanced and complementary tenant mix
- Manage the utilization of annex units, kiosks, and short-term occupancy spaces
- Lease structuring & negotiation:
  - Draft leases with custom clauses and incentives where relevant, leading negotiations in close coordination with finance and legal teams
  - Serve as the primary liaison for new tenants on contractual matters
- Collaborate with the Asset Development team to oversee tenant fit-out and launch plans, ensuring developments align with agreed timelines and standards.

- Ensure smooth tenant onboarding, including integration into JAX's communication systems, adherence to operational and logistics guidelines, and close coordination with the Community Manager for ongoing engagement

## **Operations and Administration**

- Lead the establishment of the leasing department
  - Nurture a motivated and dynamic team, ensuring the development of key competencies and strengths within the organization
- Establish foundational SOPs, guidelines and key processes to streamline tenants' evaluation selection and management
- Manage the overall financial sustainability of the district leasing department, ensuring its social and cultural objectives are balanced with its long-term financial robustness
  - Establish annual leasing budget and revenue targets and allocate support/incentive accordingly
- Collaborate closely with other departments within DBF (community management, production and operations, legal, finance, and programming) to ensure cross-functional synergies
- Work closely with the Shared Services team to ensure all licenses and permits required by relevant authorities are obtained, renewed, and adhered to

## **Qualifications**

- Bachelor's degree in Business Administration, Real-estate management, or a related field.
- 5-7 years of experience in a leadership role within leasing, tenant management, arts & culture, or the creative industries, with a strong track record of securing and managing tenants
- Proven experience in managing tenant communities, particularly in creative districts, mixed-use developments, or cultural hubs
- Strong expertise in negotiating leases, structuring agreements, and managing commercial leasing operations
- Experience in financial management, budgeting, and revenue forecasting related to property or district management
- Demonstrated ability to build and maintain networks and long-term partnerships, successfully managing a wide variety of stakeholders
- A deep understanding of the Saudi arts and creative ecosystem, with experience in supporting and nurturing cultural communities
- Strong leadership and team management skills, with the ability to inspire and develop a diverse team
- Excellent interpersonal and communication skills, capable of effectively engaging with artists, entrepreneurs, businesses, government and cultural organizations
- Strategic thinker with the ability to develop and implement long-term plans that balance financial objectives with cultural impact.
- Highly organized, with the ability to manage multiple priorities and projects simultaneously
- Fluent in Arabic; proficiency in English is highly desirable