



# Metropolitan Nashville Airport Authority<sup>SM</sup>

Department of Human Resources

**Invites applicants for the position of:**

**Director, Concession Affairs**

Requisition: 18-0030

**Accepting applications until filled.**

**Starting Salary Range:** \$81,162 - \$103,481

**Apply by visiting:** [flynashville.com/careers](http://flynashville.com/careers)

## **JOB SUMMARY**

The Director of Concession Affairs is responsible for developing, implementing and monitoring plans to promote the Nashville Airport Experience (NAE) with business partners to ensure optimal delivery of guest services in travel dining, retail, rental car and other services. Other responsibilities include developing, analyzing, negotiating, implementing, and monitoring business plans, proposals, contracts, leases, and agreements with current and potential business partners.

## **ESSENTIAL JOB RESPONSIBILITIES**

- Develops plans to promote NAE with business partners to ensure optimal delivery of guest services.
- Develops, analyzes, negotiates, implements, and monitors business plans, proposals, contracts, leases, and agreements with current and potential business partners.
- Directs property and concession management, including development of applicable standards, procedures, and processes for ensuring contract compliance and promoting NAE, reports, and financial analyses.
- Inspects and monitors tenants to assure lease and permit compliance.
- Monitors the business performance of tenants and concessionaires to ensure compliance with MNAA's strategic business plan.
- Manages staff members and evaluates employee performance and resolves conflicts.
- Maintains regular and on-time attendance.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including respect, integrity, service, and excellence.

## **SUPPLEMENTAL JOB RESPONSIBILITIES**

- Confers with executive leadership regarding airport property and concession management business issues.
- Serves as liaison with current and prospective tenants, governmental agencies, and other economic interests.
- Manages the development of requests for proposal (RFPs), requests for qualifications (RFQs), and other solicitation documents.
- Plans and supervises the work of others to achieve organizational goals.
- Oversees agreements and permits related to space leases and concession and management agreements.

### SUPPLEMENTAL JOB RESPONSIBILITIES

- Markets business opportunities with MNAA to generate additional sources of revenue.
- Makes presentations to the Board of Commissioners as required.
- Represents MNAA by participation in community and industry professional organizations.
- Makes recommendations for lease agreements and lease rate adjustments.
- Performs other duties as assigned.

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- **Accounting and Auditing Principles:** Knowledge of generally accepted accounting and auditing principles in the public sector.
- **Computer Use:** Skill in using a personal computer, the internet, and other software to perform job-related functions.
- **Negotiation:** Skill in bargaining effectively with others to resolve conflict or achieve results.
- **Relationship Building:** Skill in establishing and maintaining effective and professional working relationships with others.
- **Leadership:** Skill in leading, taking charge, building consensus, and offering opinions and direction.
- **Supervision of Personnel:** Skill in supervising and managing others, including planning work, providing direction, motivating workers, teaching for growth, and identifying the best workers for the job.
- **Written Comprehension:** Ability to read and understand information and ideas presented in writing.
- **Written Expression:** Ability to use words and sentences in writing so others will understand.
- **Ethical Behavior:** Consistently displays ethical behavior.
- **Innovation:** Shows creativity and alternative thinking to develop new ideas and solutions for work-related problems.
- **Motivation:** Displays self-motivation, and takes ownership of achieve a goal
- **Professionalism:** Demonstrates professional behavior and appearance in all situations.

### OTHER REQUIREMENTS

#### **Fiscal Responsibility**

May be responsible for billing, collection, accounting of funds, and handling and balancing cash.

#### **Supervisory Responsibility**

Manages a division, evaluating effectiveness and establishing organizational goals.

#### **Freedom to Act**

Uses own judgment and requests supervisory assistance only when necessary.

#### **Collaboration**

Engages in communications that may result in recommendations for policy development and implementation.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

- Primarily performed in an office environment.
- Requires occasional standing and walking. Requires frequent sitting, fine dexterity, hearing, and talking. Requires continuous repetitive movements.
- Requires occasionally working on tedious/exacting tasks. Requires frequently working under time pressure, changing tasks, working an irregular schedule, multi-tasking, and working on a team.

<b>MINIMUM QUALIFICATIONS</b>		
<b>Education</b>	<b>Experience</b>	<b>Licenses/Certifications</b>
Bachelor's Degree required, preferably in business management, aviation management, or a related field.	7 to 9 years of airport lease management or related experience required.	Driver's license required.

<b>PREFERRED QUALIFICATIONS</b>		
<b>Education</b>	<b>Experience</b>	<b>Licenses/Certifications</b>
None.	Over 12 years of airport lease management or related experience.  2-5 years personnel management experience.	None.

The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

Employment with the Metropolitan Nashville Airport Authority is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.