

SARASOTA MANATEE AIRPORT AUTHORITY

JOB OPPORTUNITY ANNOUNCEMENT



Commercial & Revenue Development Manager

Commercial Revenue Development Department

Starting Salary Range: \$88,917 - \$102,254

Salary Range: \$88,917 - \$133,376

Full-time, Exempt

Posting Date: 07/24/2026 ~ Closing Date: 08/07/2026

Under minimal supervision from the Senior Vice President, Commercial & Revenue Development ("SVP"), serves as part of the department's leadership managing the Authority's commercial portfolio, including commercial real estate, airlines, concessions, parking, rental cars, ground transportation, general aviation, and strategic business development initiatives.

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's Degree in Business Administration, Real Estate or related field and five (5) years of professional experience in commercial real estate administration and/or commercial properties management, or an equivalent combination of education, training, and experience.

Licenses; Certificates; Special Requirements:

- A valid Florida driver's license and the ability to drive airport vehicles to obtain access to airport/landside/airside facilities, and the AOA movement areas.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- AAE, CM, USAP, CCIM, CPM or similar professional designations are highly **preferred**.
- Experience at a small, medium or large hub commercial service airport is strongly **preferred**.
- As an employee, you are deemed to be essential personnel as part of Authority's emergency response, and must respond to airport incidents, as requested/required.

- *SRQ Team Members desiring to be considered for this position should contact SMAA Human Resources Department to obtain an Internal Job Interest Form.*

- *Family and/or friends can use the following link to apply:*

[ADP Workforce Now - Career Center](#)

**SARASOTA MANATEE AIRPORT AUTHORITY
JOB DESCRIPTION**

Job Code: 3014
Date Approved: 07/26
Grade: 41

JOB TITLE: Commercial & Revenue Development Manager

REPORTS TO: Senior Vice President, Commercial & Revenue Development

DEPARTMENT: Commercial Revenue Development ("Commercial" or "CRD")

FLSA STATUS: Exempt

JOB SUMMARY

Under minimal supervision from the Senior Vice President, Commercial & Revenue Development ("SVP"), serves as part of the department's leadership managing the Authority's commercial portfolio, including commercial real estate, airlines, concessions, parking, rental cars, ground transportation, general aviation, and strategic business development initiatives.

Assists in developing and implementing commercial strategies that maximize airport assets, diversify revenue streams, enhance customer experience, and support the Authority's long-term financial sustainability and regional economic development objectives. Leads complex commercial negotiations, manages high-profile business relationships, oversees key commercial programs, and serves as a trusted advisor to the Senior Vice President on strategic commercial initiatives.

Maintains effective communication and collaboration across the Authority while serving as a key liaison with tenants, business partners, government agencies, and the public. Requires comprehensive knowledge of airport operations, commercial real estate, and property management. Exercises a high degree of initiative, independent judgment, and strategic decision-making in managing complex commercial matters and advancing the Authority's business objectives.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Lead development and implementation of commercial strategies, business plans, market analyses, and revenue optimization initiatives supporting the Authority's long-term strategic objectives.

- Manage, market and oversee commercial airport properties, general aviation, concessions (rental car, parking, food & beverage, retail, advertising, vending ground transportation, etc.), including maintaining databases and ensuring agreement compliance.
- Draft, negotiate, interpret, administer, and monitor commercial agreements, including leases, licenses, permits, concession agreements, operating agreements, and other contractual documents. Coordinate with the Authority's Legal Department to facilitate

timely contract development, review, interpretation, negotiation, and administration while protecting the Authority's business interests.

- Lead the development, implementation, and continuous improvement of departmental standard operating procedures (SOPs) and business processes to enhance efficiency, accountability, consistency, and service excellence.
- Develop and maintain commercial revenue forecasts, financial models, and executive performance dashboards to support strategic decision-making. Establish, monitor, and analyze key performance indicators (KPIs) related to revenue growth, tenant performance, commercial portfolio performance, lease compliance, and business development initiatives.
- Prepare financial analyses, feasibility studies, market research, pro formas, and business cases to support commercial negotiations, capital investments, and revenue-generating opportunities. Present findings and recommendations to executive leadership to support informed decision-making and continuous improvement.
- Oversee the airport t-hangar leasing program and waiting list, including meeting with prospective tenants, billing, maintenance requests, reporting, revenue forecasting, ensuring agreement compliance. Prepare occupancy and turnover reports, and recommend policy and procedure updates as needed.
- Assist SVP to develop and maintain working relationships with Economic Development organizations, local governments, Chambers, local businesses, and specific industries critical to airport growth.
- Responsible for efficiently managing various aspects of long- and short-term projects.
- Assist with developing and managing the department's operating and capital budgets, as well as creating and monitoring commercial revenue forecasts. Prepare executive briefings, Board agenda items, business cases, and presentation.
- Lead negotiations for airport requests for proposals, bids or qualifications, concession agreements, leases, and parking lot management agreements in coordination with Authority's attorneys and other appropriate staff.
- Manage the oversight, care and maintenance of SMAA vehicle storage.
- Administer tenant leasehold improvement processes through the tenant construction permit procedure to ensure compliance with agreements and the Authority's minimum standards, rules and regulations.
- Manage ground transportation permitting, agreement compliance, investigate complaints, and recommend resolutions. Ensure all agreements comply with local laws and state statutes.
- Oversee the parking management agreement for contractual compliance, commercial performance, financial reporting, customer service, and continuous operational improvements. Investigate complaints, property damage claims, budget requests and recommend appropriate resolutions to SVP.

- Manage rental car concessions for compliance, investigate customer complaints, property injury/damage claims, operational concerns and recommend resolutions to SVP.
- Responsible for airport properties property tax obligations and relevant compliance, tax notices and payments.
- Research and prepare analytical studies to determine opportunities and potential impact of revenue streams, sometimes soliciting consultants and appraisers to forecast best alternatives.
- Conduct frequent inspections of Authority owned properties for agreement, insurance, and safety compliance. Investigates any associated property damage or personal injury accidents and interfaces with appropriate insurance representatives.
- Advertise available airport commercial properties; publish legal notices and auction announcements for contents removed from evicted tenants; and prepare bills of sale and receipts for auctioned goods.

Other Job Responsibilities:

Attend industry-related conferences, seminars, webinars and educational courses. Perform other related duties as assigned.

MATERIALS AND EQUIPMENT USED

Computer, Calculator, Office Machines, Golf Cart, Telephones, Small tools as needed.

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience: Bachelor's Degree in Business Administration, Real Estate or related field and five (5) years of professional experience in commercial real estate administration and/or commercial properties management, or an equivalent combination of education, training, and experience.

Licenses; Certificates; Special Requirements:

- A valid Florida driver's license and the ability to drive airport vehicles to obtain access to airport/landside/airside facilities, and the AOA movement areas.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- AAE, CM, USAP, CCIM, CPM or similar professional designations are highly **preferred**.
- Experience at a small, medium or large hub commercial service airport is strongly **preferred**.
- As an employee, you are deemed to be essential personnel as part of Authority's emergency response, and must respond to airport incidents, as requested/required.

Knowledge, Skills, and Abilities:

- Knowledge of airport policies, procedures, and economic development practices (preferred).
- Knowledge of basic accounting and computer operations.
- Ability to plan, direct, supervise, and coordinate airport properties and business development activities, and analyze data and trends affecting the airport.
- Ability to lead staff, delegate tasks, set clear expectations, monitor and manage performance, and provide feedback.
- Ability to coordinate team efforts, resolve conflicts, and maintain accountability.
- Ability to draft, negotiate, interpret, administer, and enforce commercial agreements while balancing business objectives, legal considerations, and sound risk management practices.
- Strong communication skills for conveying priorities and instructions.
- Ability to work independently on complex and confidential tasks.
- Ability to make decisions aligned with airport rules, regulations, and ordinances.
- Strong attention to detail.
- Ability to build effective working relationships and provide excellent public service.
- Ability to communicate clearly and effectively in writing.

Work Environment:

Works in an office environment. Other duties performed outside with storage units, warehouses, t-hangars, and grounds as necessary.

Physical Requirements:

The Commercial & Revenue Development Manager is responsible for overseeing the care and maintenance of SMAA/USS storage units. The Commercial & Revenue Development Manager must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As a Commercial & Revenue Development Manager, the employee must have the mental capacity to successfully interact with tenants, employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, tenants, outside agencies and the general public and have the mental capacity to provide support to the Senior Vice President, Commercial & Revenue Development.

Environmental Requirements:

The Commercial & Revenue Development Manager generally works in an office environment and may be required to visit tenants or outlying properties.

Summary Clause:

The duties and responsibilities listed in this job description are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Commercial & Revenue Development Manager if the duties are similar, related, or a logical assignment to the position. This job description does not constitute an employment contract between SMAA and the Commercial & Revenue Development Manager and is subject to change at the discretion of the Airport Authority. ***ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.***